

Spring Valley Presbyterian Church

Preschool

Parent Handbook



125 Sparkleberry Lane
Columbia, SC 29229
(803)788-4005

General Information

Contact Information

Address:

125 Sparkleberry Lane

Columbia, SC 29229

Telephone: (803)788-4005

Fax Number: (803)788-9264

Emails: jennifer@svpcpreschool.com

Church Website: www.svpc.org

Tax ID Number: 57-0725236

SC License: #21807

Preschool Ages:

We accept two, three and four-year-old children. We use September 1st as the cut off day to be enrolled in each age class.

Hours of Operation:

Preschool Hours: 9:00 am - 12:00 pm

Extended Care Hours: 8-9 am and 12:00-2:30 pm



Vision

“Nurturing Our Children to be Confident Learners for Life”

Mission

We at SVPC Preschool, together with families, church, and community will nurture and encourage the social, academic, and spiritual growth of our children within a loving Christian environment by providing developmentally appropriate play experiences as the medium for learning.

Philosophy

Our Philosophy here at SVPC Preschool is that each child can learn his/her own way. Therefore, we try, by using all modalities of learning, to help each child be the best that he/she can be. We do all of this in a positive Christian environment.



Administration and Staff

Spring Valley Presbyterian Church Preschool is governed by the Spring Valley Presbyterian Church Preschool Board. We are an outreach ministry of Spring Valley Presbyterian Church.

To see a list of the current staff and members of SVPC Preschool Board of Directors, please visit the website <http://www.svpc.org/>.

Every one of our staff members and substitute teachers has undergone a very thorough background check. Our preschool does not utilize provisional employees.



Learning Knows No Bounds

Learning Environment

The most important goals of our preschool curriculum are for the children to become confident, enthusiastic learners and to get along well with others.

The four objectives for development that address the above goals are as follows:

- Social/Emotional: to help children develop independence, self-confidence, and self-control. To follow rules and routines, to make friends, and to learn what it means to be a part of a group.
- Physical: to increase children's large muscle skills by doing tasks, such as balancing, running, jumping, climbing, throwing and catching. We also concentrate on small muscle or fine motor skills by drawing, cutting, coloring, buttoning, stringing beads, writing, etc.

- Cognitive: to acquire thinking skills, such as the ability to solve problems, ask questions and think logically, as well as, to sort, classify, compare, count, make patterns and use materials and their imaginations to show what they have learned.
- Language: to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin to write for a purpose. In addition to all the opportunities that occur in each classroom, the preschool emergent literacy program provides additional opportunities for exposure to all the facets of all the objectives.

Every child is a unique individual with different learning styles – visual, auditory, tactile/kinesthetic or a combination of several. Through the activities that are planned in each classroom, the materials chosen, the daily schedules, and the communications among children and adults, we seek to accomplish the goals and objectives to have very successful students, each in his/her own way.

We utilize portions of Creative Curriculum®, Handwriting Without Tears® and Conscious Discipline® to design our curriculum. The staff also incorporates other creative ideas learned through research and training to make our curriculum the best that it can be.

Field Trips

Our preschool may take part in off-site field trips to enhance the curriculum. Parents will be required to transport their child/children to and from the field trip and remain with them the entire time. Parents will be given the necessary information regarding date, time, and place prior to the date of the trip.



Transportation

Spring Valley Presbyterian Church Preschool provides NO transportation for field trips or other off campus events. Parents are required to transport their own children and are responsible for their safety. Parents who give other parents or other adults' permission to transport their children must send written permission to the office so that this permission will be on file. If another person other than the parent transports children, he/she is responsible for the safety of the children. The preschool will not be responsible for any child during this kind of event.



Special Needs

Each child should be given access to health, social services, special education and other opportunities that promote participation in community life. A family-guided process for determining services that are based on the needs of children is supported by the Division for Early Childhood of the Council for Exceptional Children. Inclusion in a classroom supports the rights of all children, regardless of their diverse abilities, to participate in a setting within their community. Such settings include home and family, play groups, preschool programs, kindergartens, and school classrooms.

Based on these guidelines, we will

- Recognize strengths in all children and build on those.
- Foster interactions between children with special needs and children who do not have special needs.
- Address needs with parents to learn about services outside of preschool.

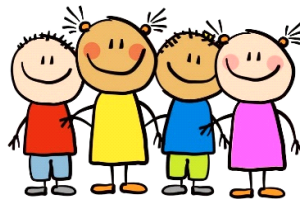
We work closely with the Richland 2 School District Office of Special Services. When situations occur where we feel the need to reach out and seek help, we

will work closely with the parents. We will partner with therapists to provide the best care for children with speech, motor and/or cognitive abilities.

We will make every effort to accept all children within the range of agreement with parents and professionals. Under DSS requirements, if the care of any child exceeds the care that can be given by staff members in the classroom, the parents will need to consider alternate care.

Potty Training

Our three and four-year-old children need to be independently potty trained before the beginning of school. This includes cleaning themselves, dressing and washing his/her hands. Our two-year-old teachers will partner with the parents to help with the potty-training process.



Discipline Through Guidance

It is the policy of SVPC Preschool to provide a safe, structured and developmentally appropriate environment for each child. As part of our discipline through guidance, we utilize portions of Conscious Discipline® by Dr. Becky Bailey. Each classroom is considered a “school family” and has a family name. This organization leads to connections which enable children to feel like members of a family creating a place where they belong at school. When children contribute to their classroom, they become motivated as “classroom citizens”. Real life conflicts and challenging situations allow the teaching opportunity for children to practice and apply skills learned for successful conflict resolution.

For inappropriate behaviors that continue, the following procedures will be used:

- Redirection/Non-verbal Warning: The teacher will direct the child to another activity.
- Verbal Warning: The teacher will talk to the child about the situation at hand.
- Quiet Time: The child will have a very short amount of time away from the other children but close to the group (chair in classroom, bench when outside, office) to regroup. The amount of quiet time will not exceed the child's age in minutes. The child will be able to return as soon as they have had time to calm down and talk, or as soon as the difficult situation is resolved.
- Parent Phone Call or Conference: When the teacher has done all of the above and the child is still showing the behavior, the teacher will partner with the parent to discuss other strategies.

If all options have been exercised and a resolution has not been found, a review would be made by the Preschool Advisory Board. Although we would only dismiss a child under EXTREME circumstances, we must take all matters into strict consideration to maintain the quality of our program, as well as, to protect the safety of all children enrolled.

Please note that corporal punishment is NEVER used under any circumstances. This is an acknowledgement of the DSS policy number 114-506B (2).

Extended Care Program

To be eligible for our Extended Care Program, children must be enrolled in our preschool, be three years of age, and be completely and independently toilet trained.

The program is offered Monday-Friday, 8:00 AM to 9:00 AM and 12:00 Noon to 2:30 PM. *To utilize Extended Care services, all tuition balances must be current and paid in full.* The cost is \$6.00 per hour. There is a late fee of \$10.00 plus \$1.00 per minute for every minute after 2:30 PM that a parent is late picking up a child. Your extended care charges and any late pick-up fees will be included on your monthly statement. Thank you for your cooperation in picking up your child on time.

IN ORDER TO ADEQUATELY STAFF OUR EXTENDED CARE PROGRAM, RESERVATIONS MUST BE MADE 24 HOURS IN ADVANCE. The only time a child will be accepted without a reservation will be in the event of an emergency. To

reserve a space for your child, sign up on the reservation sheet on the Extended Care board at morning drop-off the day before. On the day your child will be staying, please mark "extended care or player" on your classroom's sign-in sheet located on the morning sign-in board. If your child will be using Extended Care every day, there will be a permanent reservation form to fill out. Your child will then be placed on the permanent list and will not need reservations.

Please pack a healthy lunch that requires no refrigeration or reheating. Include a non-carbonated drink. Label the lunch box with your child's name. No glass containers are to be brought. Grapes must be cut in half. NO FAST FOOD PLEASE!

Children will play outside on the playground until 1:00 PM (weather permitting). After washing their hands, they will go to a classroom to eat lunch. Children will remain in that room, the outreach room if it's raining or play outside until 2:30 pm or until such time as they are picked up by a parent or legal guardian.

A child will be released only to those persons authorized by the parents. Parents must notify the Extended Care staff in writing if anyone other than a parent or legal guardian will be picking up their child. The Extended Care staff will require picture identification of anyone picking up a child other than a parent or legal guardian.

Extended Care Co-Directors: Teresa Dean and Mary Guditis



Tuition and Fee Policies

Monthly Tuition Fees

- 2 day classes \$195.00 (2's and 3's)
- 3 day classes \$225.00 (2's and 3's)
- 5 day classes \$275.00 (3's and 4's)

Monthly Tuition

TUITION AND FEE POLICIES

To ease the financial burden of the annual tuition, Spring Valley Presbyterian Church Preschool offers various payment options. Students and families can choose to pay the annual tuition in a lump sum or opt for a convenient payment plan that spreads the cost over time. Our tuition payment plan divides the annual tuition into 9 equal installments.

WITHDRAWAL POLICY

If you withdraw your student(s) at any time after the first day of the school year, you will be billed for the month your student(s) last attended as well as the following month's tuition. Exceptions will only be made in cases of military relocation with appropriate documentation provided.

Tuition Payment Options	Date of First Payment	Remaining Monthly Due Dates (October-May)	Additional Payment Information
Lump Sum Tuition Payment	First Day of School	NA	NA
Monthly Payments-Cash	First Day of School	The 10th Day of the Month	-Place in an envelope and place it in your child's orange folder. -Include your child's name on the envelope.
Monthly Payments-Check	First Day of School	The 10th Day of the Month	-Make check payable to SVPCP or SVPC Preschool. -Write your child's name on check. -Place in an envelope and place it in your child's orange folder. -Include your child's name on the envelope. -ANY RETURNED PAYMENTS WILL INCUR A \$25.00 FEE.
Monthly Payments-Credit Card	First Day of School	The 10th Day of the Month	-Payments may be made over the phone or in person in the SVPC Preschool office. -ANY DECLINED PAYMENTS WILL INCUR A \$25.00 FEE.
Monthly Automatic Draft	October 10 **Not available in September	10th of each month **Beginning in October	-Enrollment forms given at the beginning of the school year. -Enrollment may be at any time during the school year. -Additional forms available in the SVPC Preschool office. -ANY DECLINED PAYMENTS WILL INCUR A \$25.00 FEE.

If you are under serious financial hardship, you will need to inform the Director and make alternate arrangements in advance of the tuition due date. The Director will be happy to assist you in finding support for your needs.

Questions regarding tuition payments, extended care charges or monthly statements should be directed to the preschool office. MONTHLY STATEMENTS WILL BE SUBMITTED TO ALL FAMILIES even if you are signed up for automatic draft. If you wish to obtain a monthly statement for tax purposes, please contact the Preschool office.

Registration Policy

- Registration for the next school year will take place in December. Children currently enrolled, their siblings, and preschoolers of church members are given the first opportunity to register. The Director will notify the parents of our currently enrolled students about registration and information for the church families will be provided in the bulletin and in the church newsletter. Registration forms will then be distributed to those families who wish to enroll their children and to church members who have contacted the preschool and expressed an interest in enrolling their children.
- Registration is open to the public in January after the currently enrolled families and church members have enrolled.
- Registration Forms and Registration Fees must be turned in to the Director's office to ensure enrollment.
- Class placement is not completed until the summer months.
- **Registration fees are non-refundable and are not applied to future tuition charges.**
- To be eligible for the four-year-old program, your child must turn four on or before September 1.
- To be eligible for the three-year-old program, your child must turn three on or before September 1.
- To be eligible for the two-year-old program, your child must turn two on or before September 1. This will ensure that they remain with the age-appropriate class and enter kindergarten in compliance with district and state requirements.
- In July or August, the Director will notify the parents of the exact dates and times for our Parent's Night and Open House for the children. Our preschool teachers will send a Welcome Letter to the parents to let them know the schedule for the first few days of school and a few important details.



After School Activities Offered at SVPC Preschool

After the regular school day
Currently SVPC Preschool offers the following "for-a-fee" services.

Monday – Soccer – Elite Soccer with Coach David

Tuesday – Fit Kids – Ms. Jaq

Wednesday- Karate with Genova Karate

Thursday/Friday – Piano with Ms. Dawn

Friday- Dance with Ashley Tolson- Miss Ashley

Parents, please sign up directly with the teachers from each activity and pay those teachers. If extended care is needed for the students, parents must sign up with the extended care program
([sign-in board at drop-off](#)) and pay extended care fees.



Daily Essentials

The following requirements will help each day go more smoothly for both the children and the staff.

Clothing

- Comfortable, washable, play clothes are the most suitable for your child. Tennis shoes (sneakers) are the best. Please no Flip Flops, jellies, Crocs, sandals, heels, or boots. This kind of footwear is not safe when children are on the playground or participating in activities involving gross motor skills. Should your child arrive at school with shoes that are inappropriate, your child may not be allowed to play on the playground. Parents may go home and get the proper shoes and promptly bring them back. We do have some extra socks and shoes that the children may borrow but we prefer not to make this a habit.
- Please mark all coats, hats, gloves, and sweaters with your child's name using a permanent marker.
- Children must have an extra change of clothing, clearly labeled in a clear plastic zip-lock bag which will be kept at the preschool.
- Disposable diapers for toddlers are to be furnished by the parents daily. Please send an ample amount.





Morning Drop Off

Drop-off will take place at 8:55 am at the preschool door. Please park on the side of the church close to Pelican's or in the front of the church parallel to Sparkleberry Lane. All children will be dropped off at the door. The director will be there to greet you. Teachers will be there to walk the children to their classrooms. Doors will not be open until 8:55 am. If you arrive earlier than 8:55 am, your child will be taken to Early Care, and charges will be added to your account. Late arrivals will miss wonderful opportunities for learning and social interaction. If you arrive after the official drop-off time, please use the Ring doorbell to alert the office of your arrival. If you are using extended care in the morning, the rules for extended care will be discussed under the topic of Extended Care.

End of Day Pick-up

Carpool

Please enter the church property via the driveway on the apartment side of the church. Drive slowly around the church building and pull up to the carpool sign. The name(s) of the child(ren) you are picking up should be displayed on the dashboard with the carpool sign your child's teacher gave you at Open House. Delivery of the children to the cars will begin at 12 noon.

As you enter the carpool area, stop, put the car in park and put on your emergency brake. **Parents are responsible for putting the child into the car seat safely before re-entering the car and driving away.** Our preschool staff is not allowed to place your child in the car or car seat. Your child is to be secured in

his/her car seat before you drive out from under the portico. It is a State Law that your child be placed in an appropriate car seat for his/her age and size.

Please be sure to be in the carpool line at 12:00 pm. We have a wonderful system, and it moves quickly. In the event you are late picking up your child, (after 12:10), he/she will be signed into Extended Care at the cost of our standard Extended Care fees. This cost is \$6 per hour which will be billed monthly. Thank you for your cooperation in picking your child up on time.

To ensure the safety of the children, the carpool line is a CELL PHONE FREE ZONE.

Classroom Pick-up

Parents picking up their children in the classroom are asked to enter the property via the driveway on the apartment's side. Please park in the front parking lot right across the street from Spring Valley High School. A member of the preschool staff will monitor the preschool door to allow entry from 11:55 am until 12:05 pm. Come straight down the hall to the main hallway. Once you have picked up your child and all their belongings, we ask that you exit through the same doors you entered. For your child's safety, please keep your child with you. Carpool will be taking place at the same time. DO NOT LEAVE YOUR CHILD UNATTENDED INSIDE OR OUTSIDE OF THE BUILDING. THE DOORS ARE VERY HEAVY AND THEY CLOSE FAST. CHILDREN ARE NOT ALLOWED TO PLAY IN THE CHURCH MEMORIAL GARDEN. ONCE THE CHILD LEAVES THE CLASSROOM, THEY BECOME YOUR RESPONSIBILITY.

Toys

Toys should only be brought for Show and Tell or the Mystery Box. No violent toys should be brought for either of the above. Toy guns or toy knives should not be brought to school under any circumstances.

Umbrellas can also be dangerous. Only parents should handle them.

Pets

Pets are not allowed at preschool. They are neither appropriate for Show and Tell or the Mystery Box. Children can always bring a picture of his/her pet.

Birthdays

Birthdays can be celebrated by the birthday child's parents bringing cupcakes or iced cookies for each child in the classroom. We recommend the smaller cupcakes. Balloons are prohibited due to safety reasons. Party invitations should not be distributed in class unless there is one for each child in the class.

Parties

Parties will be held three times a year: Halloween, Valentine's Day, and Easter. We will celebrate Christmas as an entire group during "Cookies and Carols".

Snacks

We do not prepare and serve meals at SVPC Preschool. Parents will be assigned to provide the snack on a rotating basis. Please provide a healthy snack as opposed to sugary snacks. No popcorn or peanuts should be provided, and grapes should be cut in half for the 2's and 3's. Ask your child's teacher for healthy snack suggestions. Water is our drink of choice at the preschool and will be provided to go along with our snack. Please check with your child's teacher before bringing other drinks for snack.

Allergies

Please alert your child's teacher of any allergy and any associated hazardous food. If a child has any type of food allergy, we ask that parents provide a special snack for their child. The preschool cannot be responsible for foods brought by other parents. The parents will be alerted to any allergies present and the need for careful food selection. The teachers will do their best to monitor what is offered.

Open Door Policy

Parents are welcome in the preschool at any time. Before a parent goes to the classroom, we ask that you stop by the Director's office to let us know you are in the building. Since there are certain times of the day that our preschoolers are learning, we ask that parents not interrupt during an activity unless there is an emergency. Once the activity is over, the parents may go into the room and speak with the teacher.

Parent Conferences

Parents of children in the 4-year-old program will have the opportunity for up to two conferences per year. There will be the option of one in the fall and one in the spring. The staff will have an assessment by which they can inform the parents as to what has been observed and addressed for his/her child.

Additional conferences can also be set up throughout the year as needed.

Parents of 2- and 3-year-olds may request a conference at any time.

Conferences are a very helpful tool. Parents can bring up any information which he/she feels is important for the teachers to know. It is also a way for the teachers and parents to share in the joys of all the great things the children have learned, as well as identify areas that might need a little more support, practice, and involvement.

Parent Involvement

Our preschool loves when parents become involved in their children's lives at school. Parents will have an opportunity at the beginning of the school year to sign up for the privilege of being involved with our different preschool parties. There will be other times when we ask for parent assistance during the day.

Communication with Parents

Our preschool staff utilizes a variety of ways to communicate with parents. We often use newsletters, notes sent home, telephone calls, conferences, and emails to send out this communication. Classrooms may have a private Facebook page which is an awesome way to see all the wonderful things happening in the classroom. Some teachers also use the Remind app. We welcome communication from the parents as well.



Inclement Weather Policy

In case of inclement weather, the preschool follows Richland County School District 2's decision on school closings. If the preschool is already in session when Richland 2 calls for an early closing, children will remain at the preschool until a parent, or a designated person comes to pick them up. If a teacher must leave to attend to her own children's needs, his/her classroom will be covered by the Director and other personnel until the parents arrive. If Richland 2 calls for a one-hour delay due to inclement weather, the preschool will open one hour late. If Richland 2 calls for a two-hour delay, the preschool will not open. If school is closed for 3 consecutive days, those days will not have makeup days. Any days the school is closed after that will be made up.

On days of inclement weather, tune into WIS-TV for verification that the preschool will be closed, due to safety concerns in the area. Remember to look for Richland 2 delays and closings.

******SVPC Preschool follows Richland 2 School Districts delays and closings. If Richland 2 changes to virtual school, SVPC Preschool will make a closure decision based on reasons for Richland 2's change. This decision will be based on the health and safety of our students and staff, as well as the availability of our teachers. Many of our teachers have young children in Richland 2.**



Health Care Policies

Our preschool is licensed and equipped to care for well children only. To protect the health and well-being of the entire school, the following policies have been established:

- records of required immunizations,
- symptoms requiring children to remain at home,
- children becoming ill at school,
- authorization for medication administration,
- blood borne pathogens,
- accidents,
- emergency medical care

Immunizations:

A current South Carolina Immunization Record for each child (DHEC Form 1148) must be on file in the school office the first week of school. No other form is acceptable to DHEC. Parents are required to obtain and turn in an updated record each time their child receives any immunization. After the child's 4th birthday, you have no more than 30 days to turn in the updated form. Your child will not be able to attend preschool unless we have this form on file.

Symptoms requiring Children to remain at home:

Spring Valley Presbyterian Church Preschool staff assumes that responsible parents will not send a child to school if the child exhibits any symptoms of illness. The following symptoms or illnesses are causes for keeping the child at home or for picking up the child early from the preschool.

-Fever or chills: CHILDREN MUST BE FEVER FREE WITHOUT MEDICATION FOR 24 HOURS PRIOR TO RETURNING TO THE PRESCHOOL.

-Eye problems: Conjunctivitis, pink eye, mucus or discharge from the eye. THE CHILD MUST STAY HOME UNTIL THERE IS NO DISCHARGE FROM THE EYE AND THE CHILD MUST HAVE USED PRESCRIPTION ANTIBIOTIC EYE DROPS FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL.

-Diarrhea: increased number of stools, increased water and/or decreased form that is not contained by the diaper or toilet use: CHILD MUST BE DIARRHEA FREE FOR 24 HOURS PRIOR TO RETURNING TO PRESCHOOL.

-Vomiting and/or nausea: two or more episodes of vomiting in the previous 24 hours. CHILDREN MUST STAY HOME UNTIL ALL SYMPTOMS ARE CLEAR.

-Earache, headache, or other acute pain: CHILD MUST STAY HOME UNTIL PAIN SUBSIDES.

-Scabies, head lice or other infestations: CHILDREN MUST STAY HOME UNTIL 24 HOURS AFTER TREATMENT HAS BEEN INITIATED. Child must be checked by a staff member prior to returning to the classroom.

-Symptoms of possible severe illnesses: such as lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs. THE PRESCHOOL MUST HAVE INFORMATION STATING THAT THE CHILDREN ARE ABLE TO BE PRESENT AT THE PRESCHOOL.

-Mouth sores with drooling: A PHYSICIAN OR HEALTH CARE OFFICIAL MUST DETERMINE THAT THE CONDITION IS NON-INFECTIOUS.

-Rash with fever or behavioral change: IT MUST BE DETERMINED BY A PHYSICIAN THAT THIS IS NOT A COMMUNICABLE DISEASE.

-Impetigo: CHILDREN MUST STAY HOME UNTIL 24 HOURS AFTER THE INITIAL TREATMENT HAS BEGUN.

-Streptococcal pharyngitis: CHILDREN MUST REMAIN AT HOME UNTIL FEVER FREE AND 24 HOURS AFTER THE INITIAL TREATMENT HAS BEEN GIVEN.

-Pinworm or ringworm infection: CHILDREN MUST REMAIN AT HOME UNTIL 24 HOURS AFTER INITIAL TREATMENT.

-Chicken Pox: CHILDREN MUST REMAIN AT HOME UNTIL ALL LESIONS HAVE DRIED AND CRUSTED.

-Covid: CHILDREN MUST REMAIN AT HOME as per current DHEC protocol (timing may change with current DHEC policies).



When children become ill at school:

The Preschool staff recognizes the dilemma created for working parents when a child becomes ill. However, as previously stated, we are also committed to the well-being of all children enrolled in the program and want to prevent the spread of disease to other children and staff members. If you are a working parent, we encourage you to have a back-up plan in place at the start of the school year.

At the preschool, the staff will do the following:

- If possible, the child will be isolated from the other children but will still be under the supervision of a caregiver until the parents arrive to pick up the child.
- The parents will be contacted and are expected to pick up the child immediately. If parents are unable to be contacted, the contact person listed on the child's registration form will be contacted and asked to pick up the child immediately. Please be sure the individuals named on the emergency contact sheet are aware of this responsibility.
- If the child appears to be seriously ill and time is of the essence, an ambulance will be called, and the child will be transported to the hospital. A preschool staff member will accompany the child in the ambulance.
- The Director reserves the right to contact parents to pick up a child who exhibits any symptoms which may be of concern in the prevention of the spread of disease.

Authorization for medication administration:

Spring Valley Presbyterian Church Preschool does NOT administer any medication to children. The only EXCEPTION would be medication needed for life-threatening allergies. The Director must be NOTIFIED regarding children with a history of severe allergic reactions. Parents MUST provide appropriate medications and coordinate procedures with the Director. The procedure will be documented and signed by the parent, teacher, Director, and physician agreeing to the established procedure for the child.

Blood Borne Pathogens:

It is the preschool's policy to treat all bodily fluid exposure incidences as potentially infectious. The staff is trained in the use of appropriate protective equipment and gloves are provided to protect the child and the preschool staff.

Accidents:

In case of an accident while the children are at school, the following procedures will take place:

- If minor, first aid will be administered at school. The school has a supply of Band-Aids, wound cleaner and topical antibiotic cream. An incident/accident report will be completed. One copy of this report will be sent home and one copy will remain in the preschool office.
- If serious, SEE THE EMERGENCY MEDICAL PLAN which follows.



Emergency Medical Plan:

Emergency care will be provided if the situation, whether a serious illness or serious accident, warrants more treatment than can be provided by a trained staff member. Below is a list of medical emergencies that would require immediate treatment by a health care provider:

- Loss of consciousness
- Semi-consciousness
- Breathing difficulties
- Severe bleeding

- Unequal pupils
- Seizure
- Neck or back injury
- 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
- Very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

IN A MEDICAL EMERGENCY, THE FOLLOWING WILL OCCUR:

- 911 will be called by the director or the assistant.
 - The parent will be notified.
 - If the parents cannot be reached, an emergency contact person listed on the child's emergency will be notified.
 - Prisma Health Children's Hospital will be utilized unless the preschool has in writing that another facility is to be used.
 - A member of the staff will ride in the ambulance with the child. This staff member will carry the child's medical records with her to the hospital.
 - The staff member will remain with the child until the parent(s) or the emergency contact arrives (if unable to reach the parents).
- The preschool ensures correct student/teacher ratios are always in place in each class.

Other Emergency Procedures

Spring Valley Presbyterian Church Preschool will ensure the safety of all children and staff members in the event of emergencies. Medical emergencies have been discussed. In this section the procedures to address other types of emergencies will be discussed.

**Teachers are trained in Emergency Procedures during Teacher Orientation the week before school begins.

Fire

Fire drills are conducted every month when the preschool is open. Fire evacuation routes are posted inside each classroom. Regulations require everyone to evacuate from the Preschool. The teachers will always keep tracking sheets with them indicating where all their students are at the time. The director and the assistant scan the building making sure everyone has been vacated. The state's Fire Marshall sends an inspector twice during the school year to inspect our fire alarm system, smoke detectors, fire extinguishers, door locks, and exits. The Preschool Director maintains current required records of drills, inspections, and reports.

Hurricane/Tornado drills

Hurricane/ tornado drills are conducted twice a year during the "severe weather season". Children are evacuated to the hallway that does not have windows or glass doors. Children are taught to get in their "Turtle Shells" (on knees with hands over their heads). The children are instructed on how the turtle shells will protect them in the event the weather turns "dark" or "very windy". Teachers will always keep tracking sheets with them indicating where all their students are located.

Threat from bombs or weapons

If SVPC and the Preschool should come under attack by a bomb or any other weapon (or threat of attack) to the school itself or near the school, the students and staff will retreat to the following location. Our SAFE HAVEN is Spring Valley High School located across the street from the preschool. Our group will gather between the tennis courts and the practice fields. If it is raining, we will gather in the *Linda and Bill Stern building* which is straight back from the tennis courts. We will contact parents first and only transport the children who were not able to be picked up. We are required to take our First Aid bags, cell phones and tracking sheets. The assistant director will take the student's contact information and all medicines. Our priority always will be to get the children out of the building and away from impending danger.

The staff will be informed verbally in a staff meeting and will also obtain written directions as to what needs to occur in any of the emergency situations.

Pandemic Emergency Response

Pandemic

- *(of a disease) prevalent over a whole country or world*
- *An outbreak of a pandemic disease*

The center will implement the Pandemic Section of the Crisis Management Plan under the guidance and direction of the CDC, the federal and local governments, DPH and DSS.

To ensure the safety of children, families, and staff the center will monitor the situation and take into account the guidance and suggestions from the authorities on the situation. Decisions made by the center will consider the safety of children, families, and staff. Decisions may include:

- Closure of the center: length of closure to be determined by center director, Church Task Force, CDC, federal and local governments and DPH.
- Adjusted hours of service and activities
- Daily health checks of children and staff
- Limited entry into building
- Limited access to property
- Limitations on what the children may bring into the center

The center will communicate these plans through emails from the director, as well as emails from the teachers.

*****In all emergency situations, the director will contact Child Care Licensing and document the report of the incident.**

Safety and Security

To maximize the safety of our children, the church building is locked at all times. You may enter the building only through the preschool door. Please utilize the Ring doorbell and someone from the office will greet you.

Security cameras, monitors and recorders are installed throughout the building for the safety of all children and staff.

Parking Security

If you are picking your child up from the classroom and are parking to come in the preschool door, please do not park on the side of the church near Pelican's. You must park in the lot by the side door facing Spring Valley High School. It is safer for the children and the parents backing out if they are not moving into the flow of the carpool line. We do not want any child to run into traffic or have a parent back into someone entering to get in the carpool line. **Remember the speed limit for the parking lot is SLOW!**

We will provide a map of the carpool flow route and parking for classroom pickup to help alleviate any confusion. Please ask if you have any questions.

Release of Children to Parents and Others

Children will only be released to a parent or another individual who must be listed on the child's form as someone who can pick up the child. This individual must provide an ID or code word for that child that has been stated on the DSS form.

Suspected Child Abuse or Neglect

The preschool staff is mandated by law to report suspected child abuse or suspected neglect to the local protective agency.



Tracking Children during the Day at the Facility

Parents will drop their child off at the preschool door each morning and sign their child in on the sign in board outside the door. On this board, the parent will mark how the child is going to go home at the end of the school day.

The Extended Care teachers check the Extended Care tracking list to see who is present and double check the number of children in the classroom.

During the day, each classroom shall have a list of all students in the class. The names will be checked as each child enters and exits the classroom. The teachers utilize name to face recognition when tracking each child. If a teacher has a visiting student in the classroom, they will add this child's name to the tracking sheet.

At the end of the day, one teacher from each class walks the car riders down to the atrium where the children and the teacher wait inside until the child's parent or designated person pulls up and places the child into the car.

The other teacher waits in the classroom with the extended care and in-class pickups. When the in-class pickups have been picked up by their parents, the teacher walks the extended care children to the extended care room and checks them in.

During emergency drills, the teachers carry the list of students present and check against this list to make sure everyone is accounted for at the designated spot.

The Director and the office staff are available to help in the classroom if at any time a teacher may need assistance.

Confidential Security

Children's' Records

A separate record for each child shall be maintained at the preschool under lock and key and must be made available upon request to DSS, the Director, the Office Manager, the child's teachers, and the parents or guardians. Access to the records is limited to the above unless requested by a court order.

Contents Required by DSS for a Childs Record

The following items are items required by DSS. These items must be readily accessible in the office during the preschool year.

- Child's full legal name, nickname, birth date, date of enrollment, current home address and home telephone number
- Full name of both parents/guardians, work and home telephone numbers, or telephone number(s) where they can be reached during the time the child is in the preschool
- Names, addresses, and telephone numbers of people who can assume responsibility for the child in an emergency if the parents or guardians cannot be reached
- Name, address, and telephone number of family physician or health resource
- Names, addresses, and verification of identification, such as a valid driver's license, other picture identification, or personal family code word of persons authorized to take the child from the preschool
- Accurate records of daily attendance for each child
- Authorizations from parent/guardian for the child to obtain emergency medical treatment
- A written statement, signed by the parents, acknowledging their understanding and acceptance of the policies of the preschool

- A health record shall be maintained in the center for each child enrolled, and it shall include all the following information:
- A signed statement of the child's health prior to admission to the preschool on the appropriate DSS form
- A current South Carolina certificate of Immunization and
- Other health information deemed necessary by the director of the preschool and/or parents/guardians

EVERY
CHILD IS A
different KIND OF *flower,*
AND ALL TOGETHER,
MAKE THIS WORLD
A Beautiful
GARDEN.



More Fun At www.MyQuotesHome.com

Thank you for sharing your children with us!

(July 2025)

