

# Weekday



HANDBOOK



# **North Trenholm Baptist Church Weekday Education**

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NorthTrenholm.org

## **INFORMATION BOOKLET**

**Beth Knott.....Weekday Director**  
**Teresa Pruitt.....Office Manager**

### **NOTICE OF NONDISCRIMINATORY POLICY:**

The North Trenholm Baptist Church Weekday Education admits students of any race, color and national or ethnic origin.

**North Trenholm Baptist Church Weekday Education** is a developmental program designed to nurture each individual child so that the child may develop his/her total person; spiritually, mentally, socially, emotionally and physically. This is best achieved when teachers and parents become partners with God to encourage and enhance each child's growth.

We use WEE Learn curriculum and Handwriting Without Tears curriculum. The 4 year olds use Readiness & Writing and Numbers & Math workbooks.

**Our curriculum is designed to:**

Provide for individual needs and growth with the realization that each child learns best when he has a warm, secure environment where he can feel love and acceptance.

Provide learning activities that recognize preschool children follow similar developmental sequences in unique ways and at different rates.

Provide a learning environment that encourages participation, curiosity, exploration and creativity, which in turn will increase the child's knowledge and add to the child's confidence and security.

Provide guidance for each child whom we recognize as a special creation of God, uniquely gifted "fearfully and wonderfully made." (Psalm 139:14)

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A strong family foundation is vital to a successful start for all children in school. Enjoy the following inspirational quotes concerning parents and their children:

"Remember that your ultimate goal is for your children to grow up secure in your love, strong in their faith, and with sound character."

--Gary Chapman, The One Year Love Language Minute Devotional

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"Unless the Lord builds the house, its builders labor in vain." --Psalm 127:1, NIV

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"Where will our country find leaders with integrity, courage, strength - all the family values—in ten, twenty, or thirty years? The answer is that you are teaching them, loving them, and raising them right now."

--Barbara Bush

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"The family should be a closely knit group. The home should be a self-contained shelter of security; a kind of school where life's basic lessons are taught; and a kind of church where God is honored; a place where wholesome recreation and simple pleasures are enjoyed."

--Billy Graham, "My Answer," syndicated newspaper column

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"My dad is the boss. . .until Grandma comes over. Then he's just one of us."

--a child in Kid's Say the Greatest Things about God

## **POLICIES/PROCEDURE FOR NTBC WEEKDAY EDUCATION:**

- 1. REGISTRATION:** Registration for each fall session will begin in January preceding the fall term. Church members and children already enrolled in our program have the opportunity to register before registration is open to the public two weeks later. All students must register each year. Student registration forms are confidential and are kept on file in the Weekday Office. There is no automatic reservation for space. The registration form must be completed and accompanied by the **NON-REFUNDABLE** registration fee of \$150 in order to secure a spot. By registering your child and accepting a space in our program, you are agreeing to abide by our policies as outlined in this handbook specifically our tuition/EC payment policies.
- 2. TUITION:** Tuition fees are printed each year in advance of registration. Monthly tuition for the preschool months of September - May, covers the 9:00 AM - 12:00 PM hours. Extended Care fees are charged by the hour and are included in your monthly statement the following month. During the summer months all fees are hourly fees. A monthly invoice/statement will be sent home in your child's book bag. No child can be kept on roll longer than one month for delinquent accounts unless special arrangements have been made for payment. We are a nonprofit organization, therefore prompt payment is most necessary. Payments should be made to the Weekday office or dropped in the safe at the Weekday Office door by **the 15th of each month to avoid a 15% late charge.** Please do not send payments in your child's book bag. In addition, there will be a \$30 fee for any returned check from the bank and this amount will added to your bill.

There is a tuition break of \$10 for more than one child in a family enrolled full-time and a \$5 break for more than one child in a family enrolled part-time (first child full price).

### **Registration fee for Toddler - 4 Years of age \$150. Registration fees are nonrefundable.**

#### **Toddlers: Must be 1 by September 1 and walking**

2 days per week (Tuesday & Thursday) \$250 per month

3 days per week (Monday, Wednesday, Friday) \$260 per month

5 days per week (Monday - Friday) \$300.00

#### **2 Year Classes: Must be 2 by September 1**

3 days per week (Monday, Wednesday, Friday) \$250 per month

5 days per week (Monday - Friday) \$260 per month

#### **3 Year Classes: Must be 3 by September 1 and potty-trained**

5 days per week (Monday - Friday) \$260 per month

#### **4 Year Classes: Must be 4 by September 1**

5 days per week (Monday - Friday) \$260 per month

#### **Extended Care (Monday - Friday)**

7:30 AM - 9:00 AM & 12:00 PM - 6:00 PM @ \$5.00 per hour

3. **WEEKDAY ENTRANCE/SAFETY:** Key fobs are required to gain entrance into the Weekday. A \$10 refundable deposit is required for each key fob issued. Please enter the premises from the Weekday Awning entrance and down the ramp into the lower entrance door. For the safety of our children, please do not prop doors or let someone in the building who does not have a key fob or someone you do not recognize as a parent or guardian of a Weekday student.
4. **IMMUNIZATION:** The South Carolina Department of Health requires that health form #1148 be kept on file on all children. These forms must be presented to us on or before the opening day of school. Children who do not have up to date health records cannot attend school. Please give the office an updated form each time your child has shots.
5. **ATTENDANCE:** Each classroom teacher will take attendance each day. The roll will be taken with the teacher at any time the children exit the classroom to go outside, to another teacher's classroom, or any place in the building that is outside of the classroom. In extended care, the teacher will use am/pm extended care attendance sheets to account for the child's presence from the time they arrive in extended care and leave for the day. If a child is absent for a full month the regular tuition must be paid to hold his/her place in the Weekday Education program. If you have reason to withdraw your child from our program, a thirty (30) day notice is required prior to the withdrawal date.
6. **ILLNESS: Please advise the preschool when your child has been exposed to contagious disease.** Children who show signs of illness\* cannot be accepted at the Weekday program. Please do not treat your child's fever before sending to school. A child should be kept at home when any of the following exists:
  - a. \*fever
  - b. \*vomiting or diarrhea
  - c. \*any symptom of the usual childhood diseases—Scarlet Fever, German Measles, Mumps, Chicken Pox, Cough and Flu
  - d. \*common cold—from onset through one week
  - e. \*Croup
  - f. \*sore throat
  - g. \*any unexplained rash
  - h. \*any skin infection—boils, ringworm, impetigo
  - i. \*pink eye and other eye infections
  - j. \*green or yellow runny nose due to infection

We cannot accept a child with any of the above listed symptoms unless the child's physician states in writing that the child is not contagious and can be in a group situation. When your child has had strep throat, he/she should remain out of school until he/she has been on oral medication at least 48 hours or 24 hours after an injection. A child must be free of fever 24 hours before he/she returns to school. A child with chicken pox generally should remain out of school until all eruptions

have completely scabbed over. **Children who are not well enough to go outside in good weather are not well enough to be at school and should be kept at home.**

If a child becomes ill while he/she is in our care, you will be notified and asked to pick up the child within 30 minutes. Parents will be notified if their child is injured or involved in an accident.

**Medication:** Only children with a signed medication form for the day may be given medication. **DO NOT PLACE MEDICATION IN YOUR CHILD'S BOOKBAG.** A medication permission form is required and will be available for you in the Weekday Kitchen. Medication will be kept in the kitchen in a locked box and dispensed from there according to instructions of parent. A record of time and dosage amount given will be kept for reference. Medication will not be dispensed without proper written instructions. In the event of a medicine error a parent will be called and notified in writing.

7. **EXTENDED CARE:** Available from 7:30 AM - 9:00 AM and 12:00 PM - 6:00 PM at an hourly rate. Please note that the doors will not be unlocked until 7:30 AM each morning, giving the teachers time to prepare for early children. Children may be brought to Extended Care any time between 7:30 AM and 8:50 AM. Extended Care workers will document the arrival and departure time of each child in Extended Care. The Extended Care teacher will accompany students to their classrooms. Children using the afternoon session should bring a lunch and will be accompanied to Extended Care by an Extended Care worker. Extended Care is available year round, closing on major holidays. **Summer Extended Care hours** are from 7:30 AM - 6:00 PM. Parents are asked to sign up for specific times for summer Extended Care and for holiday Extended Care. Children that use Extended Care services must be signed-in/signed-out at the Weekday window with the signature of the person picking up the child at the end of the day.
8. **ARRIVAL AND DEPARTURE:** Your child is the most important person to consider as the day begins. Under **NO** circumstances should any child enter the church building without an adult escort. We cannot permit a child to be left in a room alone. The daily schedule begins at 9:00 AM and ends at 12:00 PM. We ask that parents and children not enter the classroom until that time unless dropping off supplies for the day. **Please do not bring your child earlier than 8:50 AM unless he/she is going to Extended Care.** **It is imperative that all children who are planning on attending school for the day arrive by 10 AM to participate in all activities. This will include being counted in Extended Care for the afternoon. Arriving after this time will not allow your child to stay.** All children should be picked up no later than 12:15 PM. After that time you will need to pick your child up from Extended Care and sign the Time-in/Time-out sheet in the office window. If you are unable to pick up your child on time, please notify the office. **If your child has not been picked up by 6:00 PM an additional charge of \$1 per minute will be added to your account.** **If a parent is habitually after 6:00 PM picking up their child, they may be asked to withdraw the child from our program.**

- a. Encourage your child to walk with you to his/her room. Do not carry them. This provides a feeling of independence before arriving at the door.
  - b. Reassure your child that you will be back. Kiss and hug him/her at the door and leave. Making a quick break is much easier for the child and the parent. If a child cries very long and is very upset we will contact you to come and get him/her. Parents are discouraged from returning to check on the child.
  - c. Pick up your child on time. It is sometimes frightening if you are late and your child has to be taken to Extended Care without previous preparations.
  - d. Encourage your child to talk to you about things he/she does each day.
  - e. Refrain from discussing your child with the teacher in his/her presence.
  - f. Expect your child to have happy experiences in his/her class. Be enthusiastic and positive about your child's experiences.
9. **CONFERENCES:** The purpose of the Church Weekday Education is to help all the children develop good habits, attitudes, and become adjusted in school life situations under a Christian influence. Parent/Teacher conferences are encouraged and welcomed by appointment after school hours. A parent or faculty member should feel free to request a conference when they think one is needed. A **“parent advisory form”** will be used by all staff members in making parents aware of situations concerning their child (accidents, injuries, behavioral concerns, etc.). The staff member will check “yes” if she feels the need for a conference. You should call for a time that is convenient for the two of you. For any interested parent, teachers will offer a conference in the spring to discuss the developmental progress of your child.
10. **DISCIPLINE:** If a child is acting in an inappropriate manner, the discipline methods to be used are as follows:
- » Talk with the child about the behavior and how to handle it without a conflict.
  - » Place the child in a Time Out Chair, inside the classroom, facing the classroom activities. “Time Out” is a place to observe how other children are acting, and determine how the child needs to behave when he/she is with his/her friends. Recommended length of the time out is no LONGER than one minute at his/her age.

**EXAMPLES:**

- Toddlers, maximum time out is 2 minutes
- 2 years old, maximum time out is 3 minutes
- 3 years old, maximum time out is 4 minutes
- 4 years old, maximum time out is 5 minutes



After the child has been in time out, the teacher will follow up with some key questions to help the child understand why they were in time out.

- A. Why were you sent to time out?
- B. What could you have done so that you would not have ended up in time out?
- C. How would you feel if... (Johnny/Susie hit you)?

The teacher will always tell the child that he/she is loved and give him/her a hug before sending him/her back to the group.

- » If talking to the child and time out does not work, the child will be taken to the Director. If this does not work then a conference will be held with the parents, teacher and Director. If parents are cooperative and willing to work with us to resolve the problem (to include home discipline, professional testing and/or intervention) we will work with them. A disciplinary plan will be put in place.
- » If the discipline problem continues even with the cooperation of the parents, parents will be asked to meet with the Education Pastor and you may be asked to come to school to discipline the child. If the behavior has not been redirected, the Director may find it necessary to ask that you remove your child for a time to be determined by the Director.
- » No staff member of NTBC Weekday Education program will ever resort to corporal punishment with a child. If this ever happens, it will result in immediate termination of the staff member involved.
- » Whenever your child's actions involve another child you will receive written notification.
- » **BITING/AGGRESSIVE BEHAVIOR:** Biting is often a normal part of a child's development during certain ages. However, there are times when biting/aggressive behavior occurs when it is not developmentally appropriate or involves the well-being of other children and the following action will need to be taken:
  - A. **First incident** - the parent will receive a note from the teacher.
  - B. **Second incident** - a conference will be scheduled with the teacher and/or Director
  - C. **Third incident** - if after a conference this behavior has not been re-directed, the Director may find it necessary to ask that you remove your child for a time to be determined by the Director.

**INFORMATION:**

North Trenholm Baptist Weekday Education is registered by D.S.S. and must meet safety and health standards each year to retain this registration. Our program is inspected by DHEC and the Fire Marshall each year to assure that their codes are met.

- 1. **CHANGE of address or telephone number:** The Weekday Education office needs to be advised of ANY CHANGES. This includes home and alternate

numbers given in case parents cannot be reached. We also need work number and cell phone numbers where applicable.

2. **PICK-UP:** No child will be allowed to leave the school with anyone other than the parents or persons listed for pick up on the registration form. If a child is to go home with a friend or any other person, written permission must be given. If at any time we have reason to be concerned about who is picking up a child other than the normal person we will ask for identification, check the child's registration form or call the parent to verify who is picking up the child. In the case of custody issues, it is the policy of NTBC to abide by all legal court documents. No parent will be denied access to their child unless there is a court order on file in the Weekday Office. In the event an impaired adult should arrive to pick up a child from Weekday the following steps will be taken: We will call the next contact on the emergency form and detain until said emergency contact arrives. In the event no other responsible adult is available we will call 911.
3. **REST TIME:** During the afternoon children will have a rest period. We provide cots. Children will need to bring one crib sheet and may bring a special small blanket or stuffed animal from home to have while resting. Please mark all items with child's name. The school can provide emergency sheets for the week should you forget and a \$5 laundry fee will be added to your bill. Children are not required to sleep. If they have not fallen asleep within 30 minutes they are allowed to do **quiet** activities on their cots. All children do need a few quiet minutes and should not disturb others who need a nap. Help us make rest time as positive as possible by exhibiting a positive attitude about this procedure.
4. **LUNCH TIME:** Parents will provide lunch for their children who are staying for Extended Care. Lunch boxes need to be at school no later than 10:00 AM. Upon arrival, lunches will be placed in one of two refrigerators located across from the office. Please pack nutritious foods in child-sized portions and label all lunch boxes. **Round, firm food shall not be offered to children younger than 4. Examples of these are hot dogs, grapes, hard candy, nuts, peanuts and popcorn. Hot dogs may be served if cut lengthwise and quartered; grapes may served if cut in halves. An emergency lunch can be provided by the school for a fee of \$5.00.**
5. **POTTY TRAINED:** We are required by DHEC to maintain specific diaper changing areas with appropriate surfaces, disinfectants, etc. We do not have diaper changing areas in our 3 & 4 Year Old classes. It is our policy that **ALL** children entering the 3 Year Old program are able to use the restroom independently. For children learning how to potty train in the 1 & 2 Year Old classes, parents must use the Velcro tab/type pull-ups during the initial transition time period of learning to potty. It allows for quick changing and assisting with each child. Multiple sets of underwear and clothes will need to be sent as children progress in this process. Please label all articles of clothing.

- **NO CARS ARE TO ENTER THE BACK PARKING LOT AFTER 11:45 A.M.**

6. **DRESS:** Parents can help by dressing their children in washable, comfortable clothing so they can play and work and not be afraid to get dirty. Please keep a change of clothing in your child's bag with his/her name clearly marked on all clothing. No matter how well the teacher tries to help the children protect their clothing there may be unavoidable accidents. Easy to manage clothing, such as pull on pants without belts, help children to be independent and feel good about taking care of themselves. Flip-flops, cowboy boots, sandals, crocks or slick sole shoes are inappropriate. Tennis shoes need to be worn or available to wear in the gym and on the playground. If a child brings home articles which are not his own, you can help correct the error by bringing them to the Weekday Education Office immediately. All items should be clearly marked with child's first and last name.
7. **VOLUNTEERS:** Each classroom teacher will ask for a volunteer to become the room mother/father for the school year to coordinate parties and other special activities.
8. **CALENDARS** will be sent home once per month. Class newsletters will be sent as needed. It is very important that parents read all notes that are sent home. Many times failure to read the newsletter completely prevents your child from being appropriately prepared for special activities.
9. **PARTIES & CELEBRATIONS:** A child's birthday may be recognized at school at snack time with a special snack from you. This is to be arranged with the teacher several days prior. It is the policy of the Weekday that party invitations not be passed out in the classroom unless every child is included. The teacher and the homeroom mother/father will set party times and menu. The parents will then be contacted by the homeroom mother/father with specific items needed. In the event a parent calls requesting information regarding a playdate or a party the school will only give out an address.

We celebrate the following holidays:

**Fall Festival** - October is a special time of the year to see God's magnificent glory in the changing season.

**Thanksgiving** - In November we give thanks to God for all the things He has given us. The 3's & 4's come together each year in costume (made at school) and share in a meal.

**Christmas** - In December we celebrate the birth of our Lord Jesus Christ. Many activities lead the children to enjoy Christmas experiences and to associate them with the birth of Jesus and to feel the joy and satisfaction that come from giving to others.

**Valentine's Day** - In February we set aside a special day to say I love you to friends and family. Cards are exchanged in each room.

**Easter** - The Biblical story of Easter is beyond the understanding and comprehension of preschool children. However, Easter represents the beginning of new life and many

examples for teaching about God and His love and His goodness abound in the natural world at springtime.

10. **SNACKS:** We will serve snacks mid-morning and mid-afternoon. Teachers will ask parents to sign up to send the morning snack. Teachers will have suggestions for snacks related to the unit of study. Children under three may not be given certain snacks for safety reasons.
11. **SCHOOL CALENDAR:** School will always begin the Tuesday after Labor Day. It is the policy of our Weekday Education to follow the school calendar of Richland District II with the exception of opening and closing dates. When teacher workdays and inservice days are scheduled, Extended Care will be available 7:30 AM - 6:00 PM. Please refer to the annual student directory for the holidays. A copy of those holidays will be listed in your student handbook given to you at the beginning the school year.
12. **INCLEMENT WEATHER:** It is the policy of our Weekday Education to close for inclement weather based on Richland District II's decision to close. **Delayed openings in Richland 2 means there will be no preschool classes and a decision for Extended Care will be made as needed. Please listen to a local radio/TV station with regards to a District II decision. Unlike District II we do not make up days because of bad weather.**
13. **TOYS:** Age appropriate toys and equipment are in each classroom. Children should not bring toys from home unless it is Show And Tell day and it will be noted by the teacher on the monthly calendar. It is very difficult to keep up with toys brought from home and the Weekday cannot be responsible for the safety of these items.

14. **PARENT ADVISORY FORM:** The following form will be used to notify parents of discipline concerns, minor injuries and other issues that need to be brought to the attention of parents:

**PARENT ADVISORY NOTICE**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_

Teacher: \_\_\_\_\_

Concern: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Conference Requested: \_\_\_\_\_ Yes \_\_\_\_\_ No Director's Initial: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

15. **EMERGENCY MEDICAL PLAN:** When a child is involved in a life-threatening accident or situation, **911** will be called and the Director or teacher will accompany EMS and the child to Children's Hospital at Richland Memorial. Parent permission for emergency medical treatment is given on the child's confidential form and it will accompany the director to the hospital. The parents will be contacted by the Weekday office and asked to meet at the hospital. If a child is involved in a non-life threatening accident and medical attention is required, parents will be contacted to take child to the doctor. When parents aren't able to be reached the child will be transported by the Director to the child's doctor and parents will meet them there.

16. **EVACUATION PLAN:** The following is our emergency evacuation plan that will be followed by North Trenholm Baptist Weekday if county or state officials should order that the children be evacuated during an emergency. During an immediate evacuation there would not be enough time for you to pick up your child at our facility.

Some examples of emergencies that might require immediate evacuation are:

- \* Weather emergencies
- \* Fire (first children would be evacuated to the gym at the back of the church property. If the entire church property needed to be evacuated parents would need to call the number listed below and plan to pick up their child at Forest Lake Presbyterian Church. (across Trenholm Road).
- \* Any threatening situation that may pose a health or safety hazard.

If we should have to IMMEDIATELY evacuate our preschool facility and property, we would transport the children to **FOREST LAKE PRESBYTERIAN CHURCH - ACROSS TRENHOLM ROAD.**

We will make every attempt to notify parents by telephone of the location to which we have been evacuated. If we have not been able to reach you, please call one of the numbers below to find out where we are caring for your child.

TELEPHONE NUMBER 803-790-5104 (Weekday Education Office Number)  
803-787-2133 (Church Office Number)

Emergency Evacuation Number 803-787-5672 (Forest Lake Presbyterian Church)

17. **Confidentiality of Records:** Procedural safeguards are in place to protect the confidentiality of each family enrolled in NTBC Weekday Education.

- » All files will be maintained in a locked file cabinet.
- » Files will not be left on desks or elsewhere unattended.
- » Volunteers will not have access to files.
- » Files and information will only be shared with authorized personnel as it relates to providing care and service to your family.

## Notes



**North Trenholm**  
BAPTIST CHURCH  
WEEKDAY EDUCATION

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