



St. Andrew's On-the-Sound Preschool

Handbook

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DIRECTOR'S MESSAGE

Dear Parents/Guardians,

Welcome to St. Andrew's On-the-Sound Preschool. As an integral part of ministry at St. Andrew's On-the-Sound Episcopal Church, our preschool promotes physical, social, emotional, cognitive, and spiritual growth. Since opening our doors in August 2002, we have worked to create a loving and safe environment where children can learn and grow at their own pace. An experienced, caring, and committed staff have been selected to provide the best support for your child during these important developmental years. Providing a wide range of hands-on activities and having a low teacher-student ratio allows the optimal classroom experience for children to learn as they play.

This year we will continue to offer our children a weekly chapel service that introduces them to prayers, songs, and stories as they relate to our faith. We invite you to visit our church and preschool at any time and we thank you for choosing St. Andrew's On-the-Sound Preschool. If you have any questions, please feel free to contact me.

Sincerely,

Tracy Hanson, Director

RECTOR'S MESSAGE

Dear Parents,

It is a delight for all of us to watch these children grow. The preschool is an important part of our ministry to the Wilmington and Wrightsville Beach communities, and students and their families are a part of our family here. I want to warmly welcome all new and returning students. We look forward to the busyness and the fun.

Welcome (back) to St. Andrew's,
The Rev. Richard G. Elliott, Rector

MISSION STATEMENT

St. Andrew's On-the-Sound Preschool welcomes children of all backgrounds. Providing a low teacher to student ratio together with a blend of play-based and teacher-directed education, children experience a program designed to grow the whole child and develop passionate life-long learners.

Creative, physical, social, emotional, cognitive, and spiritual development

ADMISSION POLICY

Entrance Requirements: Children in our 1-year-old program must be one as of May 31st and walking by the start of the school year. All other children will be enrolled based on their age as of August 31. Preschool admission is based on a waiting list. The priority list is as follows:

- 1) Currently enrolled children and siblings
- 2) St. Andrew's church members - Someone whose name is on the church roll
- 3) Siblings of alumni
- 4) Wait list by date joined

If the classes have specific needs, selection of students is at the discretion of the director.

IMMUNIZATION REQUIREMENTS

All children must be current on their immunizations to attend St. Andrew's On-the-Sound Preschool. A copy of the immunization record is required before the start of the school year.

INSURANCE

St. Andrew's On-the-Sound Preschool does not provide insurance coverage for your child.

SCHEDULE (2023-2024)

1-year-old class	Tuesday, Thursday	9-12*
2-year-old class	Monday, Wednesday, Friday	9-12
3-year-old class	Monday, Wednesday, Friday	8:45-11:45
4-year-old class	Monday through Thursday	9-12

*At the beginning of the year, the 1-year-old class will dismiss at 11am and gradually work towards the noon release.

See the calendar for a list of teacher workdays, holidays, and the first and last days of preschool.

SCHOOL CLOSINGS POLICY

St. Andrew's Preschool follows **New Hanover County Elementary Schools (NHCS)** for closings, delays, and other emergency situations such as a community health crisis. Listen to the local radio and television stations to determine if we will be open. When able, we will send out a school e-mail about delays and closings.

- If NHCS close due to inclement weather or community crisis, we will be closed.
- If NHCS have a 2-hour delay, we will have a 1-hour delay.
- If NHCS close schools early, we will close early. Please pick up your child in a timely manner; our teachers may need to pick up their personal public-school children.

We do not make up missed time for school closings or delays.

FINANCIAL ARRANGEMENTS

Non-Refundable Registration Fee: \$150.00 per child/\$275.00 for two children in the same family. The registration fee is separate from the monthly tuition and is due any time a student is registered.

Tuition:

1-year-old class	\$200.00 per month/ \$1800 per year
2-year-old class	\$220.00 per month/ \$1980 per year
3-year-old class	\$220.00 per month/ \$1980 per year
4-year-old class	\$240.00 per month/ \$2160 per year

Yearly tuition is divided into 9 monthly payments. The first installment will be due by **May 1st** with the remaining payments due by the 1st of each month, September - April. **Tuition and fees are non-refundable.**

No statements will be sent. Setting up Bill Pay through your bank is highly recommended. Payments may also be left in the director's box or mailed to St. Andrew's. For your convenience, payment may be made for several months at a time or yearly. A late fee of \$15.00 will be assessed for payments received after the 5th day of the month. There is a \$25 fee for returned checks.

Hardships sometimes occur, parents are requested to notify the director immediately in the event you have problems paying tuition. Failure to notify the director of hardship could result in termination of your child's enrollment.

Tuition is not based on attendance; therefore, no reduction will be made for holidays, vacations, illness, or school closures of any kind. In case of an extended absence for any reason, tuition must be paid if the child's place is to be held. Our budget is based on a one-year commitment from our families.

Notice of withdrawal from the program should be given to the director 30 days in advance.

ARRIVAL AND DEPARTURE PROCEDURES

Our doors are locked during preschool hours for the safety of your children. If you are dropping off or picking up at irregular times, notify the director or their classroom teacher. Be considerate and pick up your child promptly at their designated pick-up time. **Once you have taken possession of your child, they are your responsibility. Please do not leave them unattended in the building or on the church grounds.**

Without written permission, we will not release your child to anyone other than the person who dropped him/her off or those listed on the Pick-Up Authorization form. Picture identification is required for anyone other than a parent.

A \$10.00 late fee will be assessed if your child is not picked up by 12:05pm and an additional \$1 per minute thereafter until picked up. Late fees should be paid in cash at the time of pickup.

PARENT INVOLVEMENT

We hope that parents will be involved in our program. Parents may contact their child's teacher to offer help with an art program, read a story, craft prepping, or assist a teacher as needed. Holiday parties and special occasions are another opportunity to volunteer in a classroom.

COMMUNICATION/CONFERENCES

Our teachers are committed to giving every child their full attention. Please refrain from discussing any issues at length with the teachers during drop-off and pick-up. If you would like to have an in-depth conversation with your child's teachers, please make an appointment.

Parent/Teacher conferences will be scheduled in the second half of the year for the 3- and 4-year-old classes.

CLOTHING

Please provide proper outerwear; we will go outside to play. All coats, jackets, and sweaters should be marked with your child's name. When choosing your child's clothing, please plan accordingly - the children will paint, glue, and use markers. Additionally, they enjoy climbing and running on the playground so please make sure they wear appropriate footwear. Closed toed shoes with socks are best.

Please send an extra set of clothing, including underwear and socks, in a zip lock bag labeled with their name to leave at school in case of emergency.

PERSONAL ITEMS FOR STUDENTS

Please do not send your child to school with toys or personal items unless approved by the teacher. Things often get lost or broken. Comfort items, such as blankets, stuffed animals, or pacifiers are acceptable in the 1-year-old class and on a case-by-case basis in the 2-year-old class.

TOILET TRAINING

In the 1- and 2-year-old classes, please send in diapers (labeled with their name) as needed. Only pull-ups with Velcro may be used at school. Pull-ups without the refastenable feature require your child to be disrobed at changes and therefore may not be used. Diapers will be changed as needed.

When a child begins to show the signs of being ready to use the toilet (staying dry for extended periods of time, wanting to be changed as soon as their diaper is soiled, showing interest in using the toilet), our teachers will work with the family. Consistency between home and school is crucial for effective potty training.

Children in our 3-year-old and 4-year-old programs are required to be fully potty trained.

SNACKS

Parents will provide a nutritious snack for their child's class on a rotating basis. A list of snack suggestions will be provided for your convenience. We ask that you send in a variety of 3 options (carbohydrate, protein, fruit/vegetable). **WE ARE A PEANUT FREE SCHOOL; do not send any food containing peanuts or peanut butter.** If there is an additional allergy in a classroom, families will be informed. Students should bring a reusable bottle/sippy cup filled with water each day to class.

LUNCH BUNCH

This option will be offered from 12-1:00 pm on Wednesdays for the older children. Students must bring their own nutritious lunch from home. Please make sure that the lunch box has an ice pack. **Reminder: WE ARE A PEANUT FREE SCHOOL.**

Parents will be asked to sign up at the beginning of the month for lunch bunch so that we can staff it appropriately. Please fill out the lunch bunch form and include lunch payments with your monthly tuition. There will not be any refunds given for days missed because of absence or sickness.

BIRTHDAYS/CELEBRATIONS

We recognize that each student should feel special on their birthday. Your child is welcome to share a birthday treat at snack with the class. Please arrange with the teacher in advance. Please do not send birthday invitations to school unless all the children in the class are invited. Birthday candles and balloons are not permitted.

St. Andrew's also celebrates the seasons that God has given to us. We celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter.

DISCIPLINE POLICY

St. Andrew's On-The-Sound Preschool wants its students to develop self-regulation and problem-solving skills. We believe this happens when adults communicate with them in a positive, non-threatening, and understanding manner.

Our discipline methods include:

- Positive reinforcement for positive behavior.
- Redirect child to another activity.
- Natural and logical consequences.
- Helping children recognize another child's feelings.
- If a child's behavior becomes disruptive to the other children, that child may be separated from the group for a short period of time.

If a child chronically bites or hits despite in-school support, he or she may be asked to stay at home until this problem is resolved. This policy is for the protection of other children in the classroom.

St. Andrew's On-the-Sound Preschool reserves the right to dismiss a child if his/her behavior is threatening or causes major disruption in the classroom.

SAFE CHURCH POLICY

The Episcopal Diocese of Eastern North Carolina is dedicated to the protection of all children. It is a requirement that all members of our church and preschool staff have a background check and complete coursework regarding safe church practices. We care about the safety of your child. Likewise, it is our duty under North Carolina statutes to report any cases of suspected abuse or neglect.

HEALTH CONCERNS

- In case of a pandemic or community health crisis, the preschool will use the guidelines of the CDC, NCDHHS, New Hanover County Schools, and health care experts to develop an informed policy.
 - Please do not bring your child to school if he/she has been behaving in a symptomatic way (is lethargic or irritable) or has any of the following symptoms: fever above 100 degrees, persistent cough, yellow-green discharge from the nose, sore throat, earache, eye infection, rash, diarrhea, nausea, vomiting, or any flu-like symptoms.
 - Please make sure your child has been symptom/fever free without the aid of medication for at least 24 hours before sending them back to school.
 - Please do not bring your child to school if he/she has head lice. Your child may return to school following appropriate treatment and removal of all lice/nits.
 - Please notify the school if your child has been diagnosed with a communicable disease or head lice. All parents will be notified as to the nature and exposure of any communicable disease. The child involved will not be identified.
 - If your child becomes symptomatic during class, we will contact you or your listed emergency contacts to have them picked up. A responsible adult must be available during school hours to retrieve your child if necessary.
 - An accident report will be completed for each child who experiences "a significant injury" and this report will be shared with the parent.
 - Information about allergies, limitations or medical conditions should be in writing on your child's information sheet and brought to the attention of the director and your child's teachers. It is your responsibility to report any changes or additions in writing.
 - We are not allowed to administer medication to any child unless prescribed for allergy emergencies (ex. epi-pen). In such cases, an Emergency Care Plan from the doctor must be on file with the preschool.
 - If your child is absent for more than two classes, please contact the teacher or the preschool director. We worry.
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