

# JOHN KNOX KINDERGARTEN & PARENT'S DAY OUT

2019 -2020

## PROGRAM GUIDELINES FOR PARENTS



**35 Shannon Drive \* Greenville \* SC \* 29615**

**(864) 322-0045**

**Director Tami Wall      [twall@johnknoxpres.org](mailto:twall@johnknoxpres.org)**

## **WELCOME TO JOHN KNOX KINDERGARTEN AND PARENT'S 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.
- Child's name should be on everything he/she brings.
- Clothing should be easy for child to deal with when toileting.
- Child 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 (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.
- 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 unless 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 (cupcakes, cookies, etc.) as long as the teacher knows these will be brought to school in advance.
- Please do not send birthday invitations to school unless there is one for every child in the class.

### **Discipline**

- Discipline procedures are as follows: See attached 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 removed to a time-out chair or area in the classroom where they can think about their actions
  - 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.

### **MUSIC**

- We have a certified music teacher on staff.
- Each class goes to music twice per week.
- The students will perform in two evening musical shows for their families. There is a Christmas program in December and a spring musical in April/May.

### **ART CLASSES**

- All kindergarten children will receive at least 30 – 45 minutes per week with Ms. Sharp in the art room. In some cases, they may receive additional time to work on a special project, finish up a craft they have been working on, etc.
- Ms. Sharp may display your child's art on our closed Facebook page.
- Occasionally opportunities arise to have a showing of the children's art outside of our program at local venues.
- Some of the children's artwork will be displayed in a spring art show.

### **FIELD TRIPS**

John Knox Kindergarten considers field trips to be an important part of the educational experience we offer to your children. Trips that are selected will provide positive learning experiences as well as fun for the children. Children also learn a great deal about how one should behave in public venues.

- Blanket permission slips will be sent home at the beginning of the year and kept on file with the each teacher.
- A second, more specific permission slip is sent home prior to each trip.
- We depend on parent involvement and try to include all parents at least once a year. However, for reasons of scheduling, space, and adequate supervision, please arrange child care for younger siblings if you are asked to drive.
- Safety First! All trips are taken by car. Each child must be in a safety care seat or booster seat. We follow S.C. law in this regard. Also, each child will ride in their own personal car seat, unless parents specify otherwise.
- Attention parent drivers! Please make sure that your personal automobile insurance is sufficient for the exposure presented. We do depend on parent drivers for all trips.
- Per DSS regulations, it is our goal to have a CPR certified adult in every vehicle.

### **CHAPEL**

- 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. Riddle, Ms. Wall, and by church staff.

## **SPECIAL ACTIVITIES**

- During the last week of school, days will be set aside for field day and family picnics.
- The last Thursday of school in May is set aside for a special evening graduation ceremony honoring our K-5 students.
- We love to celebrate the holidays! The children will participate in a variety of special activities centered on the holidays, including a Thanksgiving feast, Christmas parties, pumpkin sing, 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: saving Box Tops for Education, purchasing student photos when they are taken, supporting Book Fairs, etc. Please watch for announcements throughout the school year about these particular events.

## **INCLEMENT WEATHER POLICY**

Watch WYFF for Greenville County Public Schools updates. John Knox Kindergarten and Parent’s Day Out Program will not be listed separately. We will follow the Greenville County Public Schools policy.

When Greenville County Schools are closed due to inclement weather and road conditions, we too will be closed. When the public schools open on a delayed schedule, we will also delay our opening **from the 8:00 am time**. (Ex. If G’ville County Schools are on a 1 hour delay, we will open at 9:00 am- NO Early Stay offered.)

If the public schools announce a delayed opening **just for buses due to cold weather**, we will open at the regular program time (9:00 a.m. No Early Stay) 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.

Days missed due to inclement weather will be made up on snow days designated on the school calendar and determined by Greenville County Schools. If snow falls after school has started, we will close as soon as parents have been notified and children picked up.

## JOHN KNOX KINDERGARTEN K3-K5 FIELD TRIP POLICIES AND INFORMATION

Dear Parents,

We consider the field trips we arrange to be an important part of the educational experience that we offer to your children. The Director and staff always try to select trips that will provide positive learning experiences as well as fun for the children. It also provides opportunities for children to experience activities and events in the community that they might not otherwise have. Another positive benefit of field trips is to teach children how one behaves in public venues. Thus, we hope that all families will allow their children to attend scheduled field trips. These trips would not be possible if not for the willingness of parents to drive children in their vehicles to the various locations and we thank you for this service to our program. DSS regulations require that a certified staff member be in every vehicle unless a parent is only transporting their own child. A caveat is that a parent that is CPR certified may transport without a staff member accompanying if the parents of any passengers have signed a waiver stating they understand a staff member may not be in the vehicle. (This is the same form you sign for Amazing Athletes.) Complying with these regulations make it a challenge to secure enough parents and staff for a field trip. Field trips may be adjusted if we cannot meet these goals.

We are often limited in the number of adults that can participate. The Peace Center performances, pumpkin patch trips, as well as many other trips that we take, must be reserved far in advance, thus it is impossible to determine every parent that will be able to go on a given trip. Our policy is to purchase enough tickets or reserve enough spaces for each class to have the adequate number of drivers, plus the classroom teacher, and we must stay within these numbers. **Parents who attend field trips will be required to pay the same charge as their children.**

Either the classroom teachers or their designated room parent will be in charge of finding the drivers for each trip. Every parent who volunteered to drive on field trips will be given at least one opportunity to accompany the class. If you have not been contacted by your child's teacher or the room parent, please understand that you will not be driving on that particular trip.

I realize that many of our families have younger children at home and this makes driving for field trips difficult. Again, many of the locations that we visit do not allow for young siblings, such as the Peace Center, or we may not have enough tickets reserved for extra children. Thus, if you have young ones at home, but wish to drive for a field trip, please ask before committing to drive. We ask that you make arrangements for child care for your little one so that you can give your full attention to the children of the class you are responsible for, as well as be able to enjoy the trip to the fullest.

Please don't hesitate to call if you have questions about our field trip policies. Thank you again for all you do for our program.

Tami Wall  
Director

# HOT TOPICS

## School Hours

- Kindergarten hours are from 9:00 – 1:00, Monday through Friday. K-5 extension hours are offered from 1:00 – 2:00 on Monday through Thursday. For early drop off hours / long extended day hours, please see the 'Extended Hours options' page. (Please realize that these slots are taken at time of yearly registration. They may not be an option if enrollment is during the school year.)
- Parent's Day Out hours are from 9:00 – 1:00, Monday through Friday.
- Parent access codes will operate during the hours for which their child is registered.
- Kindergarten students are dropped off under the portico between 8:45 – 9:05 each morning. Please try to be on time. However, if you arrive after 9:05, please park and walk your child to his/her classroom.
- Please do not enter either building until 8:45 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 a.m. until 5:00 p.m. daily. This may be subject to change depending on meetings and other obligations.
- The Director may be reached at 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.

## 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.
- Shoes are required at all times
- Small swings are for infants, toddlers, and 2 year olds only.
- Chain swings are for K-3 and up.
- Chains are not to be looped over the upper bar of swing sets.
- Climbing on top of the play equipment is prohibited.
- Rubber chips, mulch, and sand are not to be thrown or relocated
- Damages or hazards should be reported to the Director immediately.

## **Immunizations**

- Each child is required to have a copy of their current, updated South Carolina immunization records on file with the Director.
- FORMS MUST BE ON FILE BY SEPTEMBER 29<sup>th</sup>.
- When the dates on an immunization form have expired and a reminder is sent home from the director, the child will not be allowed to return to school past the date listed on the form. (D-HEC) regulations.

## **Health**

- 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 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 teacher or director if your child contracts any contagious disease such as strep throat, chicken pox, 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 by their scheduled pick-up time following a five minute grace period.
- If an emergency should arise and you know you will be late, please call the school at 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 child / infant 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 2019 - 2020

The following is the health and sickness policy for John Knox Kindergarten and Parent's Day Out Program. Please read thoroughly and sign at the bottom.

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 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 or above, taken with an ear 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 or director if your child contracts any contagious disease such as strep throat, chicken pox, pink eye, etc.

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

## **PARENT – TEACHER CONECTION**

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 of your kindergarten student's progress will be sent home on a monthly basis. 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 K-5 students twice a year, in November and again in April/May. Conferences are available upon request for all K-4 students. Conferences for K-3 students are optional.

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 now has a website where parents can look for up-to-date information about fundraisers, program activities, and special notes from the Director, etc.

[www.jkkindergarten.org](http://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 Parent's Day Out encourages parent involvement and always welcomes parents and family members into the classroom. We also welcome visitors to view our program at any time. Please call 322-0045 if you would like to observe in a classroom other than your child's.

## DROP OFF AND PICK UP INFORMATION

Each family will be given a code to enter at the keypad at either the main kindergarten door under the portico or the PDO door across from the gym. Your code is programmed to operate the door only for the hours you are registered. ALL **PDO parents**, please use your code to access entry for drop off or pick up. *Please Note: For the safety of our young students, please do not enter or exit by way of the courtyard gate!*

All **Kindergarten parents**, please use your code for access during Early Stay or picking up during Extended Stay hours. *(Please use the carline for regular drop off and pick up times!)*

### REGULAR 8:45 DROP OFF:



All **K-3, K-4, and K-5 students**: Please utilize the carpool line for both drop off in the mornings and for student pick up at 1:00. ( **PDO children** will need to be walked in and signed in to their classrooms. )

A staff person will be outside each morning from 8:45 - 9:05. They will open car doors, help your kindergartener in and out of the car, and teachers will be waiting for them in their classrooms. Children should not enter the building before 8:45. (Only those paying for early drop off may do so which is explained below.)

### 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 person will open car doors and help children into the car. Please pull forward to a parking space to stop and buckle your child in. This helps keep the car line moving. Late fees will be assessed if you have not picked up your child by 1:05 p.m.

### EARLY 8:00 DROP OFF:

If you have registered to have your child dropped off early at 8:00 or 8:30 a.m., you must park and walk your child in to the early drop designated classroom. For PDO children, most days, this will be their regular classroom. Kindergarten students will use classroom K-5 (Ms. Mary's K-3 room).

### EXTENDED DAY PICKUP ANY TIME AFTER 1:00:

The location of your child for pick up will be determined upon your scheduled time. PDO children will be in napping areas until 3-3:30, then in rooms PDO #2 or #5. Infants will be in PDO#1 or #6. Kindergarten students use several spaces each afternoon. Check with a staff person on duty if they aren't in their classroom when you arrive. Again, late fees will be assessed for any time five minutes past the hour you indicated for pick up, so always plan your time accordingly.

## **K3 GOALS AND OBJECTIVES**

### **Social**

- Good manners
- Taking turns
- Functioning within a group
- Speaking clearly
- Communicate 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
- Follow directions
- Good listening habits
- Expresses creativity

## **K-4 GOALS AND OBJECTIVES**

- Identify upper and lower case letters
- Identify sounds of each letter of the alphabet
- Recognize numbers 1 – 12
- Be able to orally count 1 – 12
- Demonstrate one to one correspondence of numbers 1 – 12
- Write his /her name independently
- Write numbers 1 – 12
- Work or play in a group setting, demonstrating appropriate work and play habits
- Perform various gross motor and fine motor skills appropriate for this age. (Goals for each month listed on the back of calendar)
- Communicate with the teacher and peers clearly
- Recognize, identify, and name basic colors and shapes
- Practice appropriate social skills in a group setting and demonstrate appropriate manners
- Independently practice appropriate toileting and self-help skills.
- Gain an appreciation of music and art activities through active participation
- Observe, ponder, feel, and ask questions to better understand God's world.

Resource Curriculum materials include:

- Alpha-Tales books and Letter Formation Instruction
- Special number and letter poems
- Writing without Tears

## **K-5 GOALS AND OBJECTIVES**

The following objectives follow those of South Carolina State 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)Saxon Math (4)Math Their Way (5)Writing without Tears (6)Scripture Bytes for three's through five's (7)Christian Theme Filled Days (8)Scott Foresman Reading program.

# **PARENT'S 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. Student / teacher ratio is 5-7 babies to 1 teacher and at least 1 assistant teacher 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 / teachers ratio is 7 to 12 students to 1 teacher and at least 1 assistant teacher 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 1 teacher and 1 assistant teacher.

- 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

# PARENT'S DAY OUT INFORMATION

## School hours

- 9:00 a.m. – 1:00 p.m. Monday through Friday.
- For Early or Extended Day options please see **Extended Hours Registration Form**

## Drop off procedures

- Please bring your child directly to their classroom each morning.
- Do not drop off any child earlier than 8:45 a.m. 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)

- Children will usually be picked up from the PDO courtyard play area.
- Parents please enter the PDO hallway door and go out to the courtyard to get your child. After signing your child out, please return inside to retrieve their things and exit through the PDO hallway door. (We try to avoid parents picking up at the gate to the courtyard as our little friends might try to escape an opened gate!)
- In case of poor weather, a sign will be placed on the door to the PDO building telling parents where to pick up their children.(For instance, if the class is in the gym.)
- 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.
- Late fees will apply if your child has not been picked up by 1:05 p.m.

## 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.

## **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 a.m. until 9:05 a.m. Under no circumstances should a child be left unless a staff member is at the door. Please allow your child to be independent by letting him/her come into the school building on their own, once they are used to coming. If you wish to come into the building for any reason, please park in the parking lot. Do not leave your car unattended parked under the portico.

**\*\*\* PDO parents are asked to drive around to the main church entrance off of Shannon Drive up by Lake Forest Elementary School. Please drive around to the back parking lot next to the gym and walk your child across on the sidewalk to the PDO door across from gym. This will eliminate you having to walk across the carpool lines 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 noon. All kindergarten classes, (K-3, K-4, K-5) will be picked up under the portico entrance, following the same pattern as 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 in but rather please pull your car down the driveway to buckle your child's seat belt so that the line of cars 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 at pick up times 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), staff members shall ask to see a driver's license before releasing the child.

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

## **PROCEDURES FOR TRACKING STUDENTS PRESENT**

### **Parent's Day Out Program**

1. Parents must walk children in to the classroom 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. 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 art and music classes as well as the playground and gym, 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 though our car pool 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, allergy 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 Greenville Hospital System.)

- 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 1<sup>st</sup> Aid certified.
5. An 'Accident Report Form' shall be completed for each accident except minor scratches and abrasions. 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 placed in the child's file and one will be sent home to the parents.

## **Emergency Evacuation Policies and Procedures**

The following pages explain the John Knox Kindergarten / PDO emergency evacuation plans and procedures in case of fire or other emergency in which the building must be evacuated. Also included are procedures for keeping track of students when moving from place to place. Below are procedures in case of tornado emergencies:

1. Along with weather alerts by phone a battery operated radio is easily accessible to the Director and in the case of severe weather; it shall be turned on to the local radio station for tornado information.
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 at the approximate start to the typical tornado season.

## Student Allergies

Due to the reality that more children are experiencing moderate to severe food allergies, the staff here at John Knox Kindergarten and Parent's 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 from home.
- 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.
- Snacks or treats 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 candy 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) 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 are provided by the program and 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 a.m. to 10:00 a.m. for these classes.
3. There are 6 classes in our PDO portion of the program each day.

### **K-3, K-4 and K-5:**

1. Snacks are provided by the program and served daily in the classrooms between 9:45 a.m. and 10:45 a.m., depending on the class schedule
2. Snacks are provided by the program and 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 mix.
3. There is a maximum of 6 kindergarten classes per day.

Reviewed and updated on January 2019

**REGISTRATION AND TUITION FEES**  
**Kindergarten and Parent's Day Out 2019-2020**

**Fees are based on daily program hours of 9:00 a.m. until 1:00 p.m.**

PDO	1 day per week	\$90/mo
	2 days per week	\$180/mo
	3 days per week	\$270/mo
	4 days per week	\$355/mo
	5 days per week	\$430/mo
K-3	T/W/Th	\$230/mo
	4 days per week	\$265/mo
	M-F	\$300/mo
K-4	T/W/Th	\$230/mo
	T/W/Th/F	\$265/mo
	M-F	\$300/mo
K-5	M-F	\$300/mo
	Extension (9-2 M-Th, 9-1 F)	\$340/mo**

\*\* Students may enroll in K-5 Extension for less than 4 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 \$300/mo.

**Registration fees are equal to 1 month tuition, are non-refundable, and must be paid in order to reserve a spot.**

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 fees.

Reminders:

1. The children are placed in classes based on their age as of September 1<sup>st</sup>, 2019.
2. 3-year-olds MUST be toilet trained before school starts in order to enroll in K3.
3. Monthly tuition is the same amount every month. Some months will have more school days than others, but the tuition will remain the same.
4. Annual fees will be due in September with the first month's tuition. These fees cover snacks, art supplies, and other materials used throughout the year. Kindergarten annual fees are \$125. PDO annual fees are \$25 per day of enrollment. Example: 3 days of PDO per week carries an annual fee of \$75.

Tuition/Extended Hours payments will be due by the 15th of the month and will be considered late after the 20<sup>th</sup> 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.

**Please note:**

Some months will have more school days than others, but Tuition/Extended Hours fees remain the same each month. Refunds are not given for days missed, nor are refunds given for any portion of a month if a child is withdrawn from the program.

\*\*Credit may only be given in the case of approved special circumstances as determined by the Board. Occasionally a parent needs to add extended hours or an additional day. This will be allowed if we know that we have adequate space and staff. There will be a \$10 hourly fee for these additional extended requests, payable that day. Any added days of attendance will be \$25, also payable that day.

**Withdrawal from the program**

It is requested that a 30 day notice be given to the director should it be necessary to withdraw a child for any reason. This is as a consideration to the children and families on our waiting lists. No refunds are given for any portion of a month. Registration fees are non-refundable for any reason!

**Financial responsibility**

**John Knox Kindergarten and Parent's 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 payments according to the program policies as stated in this booklet.**