



Weekday School

# **PARENT HANDBOOK 2023-2024**

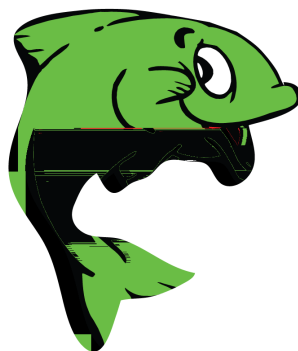
Please read the handbook and sign the last page. Please return it by the opening week of school.

## WELCOME TO FIRST PRESBYTERIAN WEEKDAY SCHOOL

The First Presbyterian Weekday School is guided by a child-centered, Christian philosophy of education. We believe that our first responsibility is to the needs of the children – for love, self-respect, and experience with caring teachers. We are committed to providing a positive and secure environment that encourages sharing, honesty, kindness, fair play, tolerance, and good choices. We believe that each child should come to know that God loves him or her unconditionally as a unique creation: a precious child of God.

Our philosophy supports program goals designed to develop a child's full potential – intellectually, spiritually, socially, emotionally, and physically. By nurturing children, we help children adjust to new situations, interact with other children and adults in increasingly effective ways, communicate their developing knowledge and values skillfully and confidently, and develop a wide range of physical skills. We believe children should be taught at their level of readiness and in accordance with their needs and interests.

Our philosophy of education holds that children can become more competent and confident while also becoming more excited about life and learning as they grow into better thinkers, doers, and believers.



*The Weekday School's mascot is the "School of Fish." This idea was the brilliant suggestion of Grace F.- one of our three-year-old students in 2010!*

## CURRICULUM

Children learn about their world through exploration, sensory experiences, and active thinking. Play is the “work” of young children, and our curriculum supports this belief. Our curriculum is child- centered and developmentally appropriate, focusing on how children learn, rather than what they should be taught. It promotes the importance of the learning environment and encourages development through learning experiences in four primary areas: social, emotional, physical, and intellectual growth. At the Weekday School we also encourage spiritual development through attending Chapel, working on a Bible verse of the month, sharing Bible stories, and songs. Our goal is to enable each child to become independent, self-confident, creative, and inquisitive.

Above all, we strive to offer each child a Christian environment of unconditional love and acceptance which will foster independence, trust, respect for self and others, a spirit of community, and an understanding of God’s love through the love shown by caring adults.

### First Presbyterian WDS Curriculum

*“Play is the work of children”*

#### CRIB:

A program for infants, beginning at 6 months of age, where the caregivers are specifically infant nurturing, have keen observation skills, and have a calm, self-assured presence. The teachers possess the ability to translate these characteristics into trusting, secure relationships with infants and toddlers.

Their day consists of:

- circle time
- snacks
- naps
- floor play
- songs and finger plays
- strolls in the Big Red Buggy
- introduction of colors, numbers, shapes, and letters
- developing the ability to share and wait your turn
- building confidence
- giving lots of love

**We ask our crib parents to send only NON GLASS bottles and food containers to school. This is too great a risk when our littles spend so much time sitting and crawling on the floor in our room. Your understanding and support are greatly appreciated!! We adore our crib friends!!**

## TODDLERS:

The toddler program nurtures children ages 1-2, while encouraging their development through stimulating activities and interactive experiences. The teachers will share devotionals, songs, finger plays, stories, and art projects on a regular basis. The toddlers participate in Music, Storytime, and Fitness during the school week.

Their day consists of:

- circle time
- snacks
- rides in the Big Red Buggy
- sensory activities
- outside play/gym time activities
- art
- stories
- language development games and activities
- free choice play

## TWOS Curriculum Highlights:

- **Monthly/weekly thematic and literature-based units:** Units integrate art, music, movement, and circle time activities along with beginning letter recognition. The teachers in the Twos classrooms utilize a series of literacy curriculum units called “Read It Once Again.” Their units focus on classic children’s literature such as Brown Bear, The Very Hungry Caterpillar, and more.
- **Oral language/listening skills:** These skills are taught through stories, songs, flannel board stories, and monthly nursery rhymes.
- **Early math skills:** Shapes, colors, counting, and concepts of sets are introduced.
- **Spiritual development:** Spiritual development is encouraged on a daily basis through devotions, blessings, and Bible stories. Chapel instruction begins in the winter.
- **Social skills:** Following directions, getting along with friends, and becoming independent are practiced daily.
- **Emphasis on fine and gross motor skills:** These skills are taught through play, manipulatives, music, beginning use of scissors in art, and a weekly Fitness class.
- **Daily circle time:** During a daily circle time, skills such as identifying the month, singing, and counting the days of the week and days of the month are addressed. Nursery rhymes are a frequent component of circle time. Concepts such as opposites, big/little, and behind/in front of are covered as well, in an effort to develop vocabulary and language skills.

- **Personal skills:** Restroom Independence, washing hands, putting on outerwear and dress-up clothes with help, cleaning up after snack, and name recognition (finding own name on carpet squares and placemats) are addressed.
- **Music:** Students learn songs and are exposed to various instruments twice per school week.
- **Yoga:** Yoga is offered on alternating weeks during Fitness. Please dress your child in "yoga comfortable" clothes on these days.
- **Character Club:** This is our own "guidance" program, introduced on alternating Tuesdays. We encourage children to be empowered by the development of positive character traits, such as kindness, gratitude, and self-regulation.

### THREES Curriculum Highlights:

- **Early literacy (pre-reading) skills:** A letter will be introduced on a weekly basis to encourage alphabet recognition. This skill will be enhanced with various hands-on activities that encourage active learning.
- **Children's literature:** Daily use of children's literature encourages a love of reading and develops emergent reading skills such as correct use of a book, role playing, and retelling of story.
- **Oral language:** Oral Language is taught through discussions, questioning, flannel board stories, songs, nursery rhymes, and finger plays.
- **Shapes:** Students will work to recognize, trace, and begin drawing a circle, square, triangle, rectangle, star, heart, diamond, and oval.
- **Color recognition:** All primary colors and secondary colors will be covered.
- **Foundational math skills:** Students will begin to recognize numbers, sorting, counting, and sequencing.
- **Beginning writing:** Students will start with tracing letters and shapes and work towards recognizing and writing their names independently.
- **Social skills:** Teachers will emphasize showing respect for teachers and friends, working through conflict resolution, sharing, following directions, and working successfully in groups and independently.
- **Fine and gross motor skills:** These skills are emphasized daily through indoor and outdoor play and a weekly Fitness class.
- **Spiritual development:** Spiritual development is encouraged daily through devotionals, blessings, and recitation of Bible verses. These students will attend Chapel each week.
- **Creativity:** Creativity is encouraged daily through classroom art projects and a weekly Art class.

- **Music:** Students learn songs and are exposed to various instruments twice per school week.
- **STEM Lab:** STEM Lab is introduced weekly using interactive centers and experiments to teach math, science, and early engineering.
- **Character Club:** This is our own “guidance” program, introduced on alternating Tuesdays. We encourage children to be empowered by the development of positive character traits, such as kindness, gratitude, and self-regulation.
- **Yoga:** Yoga is offered on alternating weeks during Fitness. Please dress your child in “yoga comfortable” clothes on these days.
- **Circle time:** This daily time includes instruction and discussion of months, days of the week, weather and season changes, stories, and Bible Stories.
- **Field trips:** We will travel to the Pumpkin Patch in the fall and hopefully to the Main Library for puppet shows. Please look for information from your child’s teachers on such trips as the school year develops.
- **Special theme days:** Special theme days will be offered throughout the year. Please look for information from your child’s teachers as those days approach.

#### **FOURS Curriculum Highlights:**

- **Language Arts:** Teachers use an integrated approach where all concepts and activities are taught through a theme and readiness skills are introduced. The program encourages the development of both expressive and receptive language in order to foster emergent reading and writing skills. Students love to delve into author studies, including some of our favorites such as Eric Carle, Mo Willems, and more!
- **Speaking/listening skills:** These skills are encouraged through classroom discussions, questioning, reading children’s literature, songs, finger plays, and rhyming.
- **Beginning writing:** Students will learn to write their first names and learn correct formation of upper and lower case letters and numbers.
- **Foundational math skills:** Skills introduced include counting, calendar skills, number recognition and concepts, sequencing skills, sorting and patterning, graphing, estimating, and classifying.
- **Fine motor skills:** Skills are emphasized through writing, cutting, pasting, building, manipulative play, drawing, and painting.
- **Social skills:** Students are taught to respect teachers and friends, cooperate with others, work through conflict resolutions, and show a good self-image.
- **Science:** Science is implemented in the curriculum to provoke curiosity about the world through simple experiments and lessons that teach about weather, seasons, animals, and habitat, among other topics.

- **Spiritual development:** Spiritual development is encouraged daily through devotionals, blessings, and reciting of Bible verses. These students will attend Chapel each week.
- **Personal skills:** Students will learn their last names, birthdays, home telephone numbers, and addresses.
- **Creativity:** Creativity is encouraged daily through classroom art projects and a weekly Art class.
- **Gross motor skills:** These skills are emphasized daily through indoor and outdoor play and a weekly Fitness class.
- **Music:** Students learn songs and are exposed to various instruments twice per school week.
- **Yoga:** Yoga is offered on alternating weeks during Fitness. Please dress your child in "yoga comfortable" clothes on these days.
- **STEM Lab:** STEM Lab is introduced weekly using interactive centers and experiments to teach math, science, and early engineering.
- **Character Club:** This is our own "guidance" program, introduced on alternating Tuesdays. We encourage children to be empowered by the development of positive character traits, such as kindness, gratitude, and self-regulation.
- **Field trips:** The Fours go on several field trips during the year, including seeing a play at the Chapman Cultural Center and strawberry picking at Strawberry Hill. Please look for information from your child's teachers on such trips as the school year develops.

## CLASS OFFERINGS

### **Crib**

Students must be six months old to register. Babies may enroll from three to five days a week.

### **Toddlers**

Students must be one year old by September 1<sup>st</sup>. A child may be enrolled from three to five days a week.

### **Twos**

Students must be two years old by September 1<sup>st</sup>. A child may be enrolled from three to five days a week.

### **Threes**

Students must be three years old by September 1<sup>st</sup>. A child may be enrolled from three to five days a week. Children must be "restroom independent."

### **Fours**

Students must be four years old by September 1<sup>st</sup>. A child may be enrolled from three to five days a week. Children must be completely restroom independent. Five days per week enrollment is encouraged.

## **ENRICHMENT OFFERINGS**

### **MUSIC**

The Toddlers, Twos, Threes, and Fours will go to music twice a week. They will be introduced to various music activities to promote pitch exploration, movement to music, rhythm, and tuneful singing. An emphasis is placed on movement with the beat, simple songs, and echo songs that help the children develop their singing voice and rhythm. It is hoped that by the end of their time here, they will carry with them a joy and love for music and the skill to participate in singing music in schools, church, and the community.

### **FITNESS**

The Toddlers, Twos, Threes, and Fours will participate in a weekly fitness class. The class incorporates dance, music, and exercise, and promotes positive self-image and awareness of healthy habits.

### **CHAPEL**

Our chapel teacher will meet separately with the Threes and Fours for 15 minutes weekly. Periodically, students will gather in the actual chapel for a special program. The Twos will start chapel later in the winter.

### **STEM LAB**

Stem Lab will be provided weekly using interactive centers and experiments to teach math, science, and early engineering.

### **ART**

Threes and Fours will participate weekly in art activities utilizing a variety of hands-on media, including paint, clay, and paper crafts. The class is based on a “process” approach to preschool art – emphasizing tactile, sensory experiences rather than a perfect final project.

### **ABC (ACTIVITIES BEYOND THE CLASSROOM)**

The purpose of this program is to provide a more individualized approach to learning by pulling small groups of children from the classroom on a weekly basis. Children will focus on skills and concepts that complement our existing curriculum. This program will be provided weekly to our Threes and Fours. These small-group sessions focus on early literacy and early math skills to help ensure kindergarten readiness.



## WEEKDAY SCHOOL HOURS

The hours for the **Weekday School** are **9:00 a.m. until 12:00 p.m.** **Drop-off** begins at **8:50** and ends at **9:05**. **Pick-up** begins at **11:50**, and we ask that you pick up your child promptly by **12:05 p.m.** Young children are tired at this time and often become quite unhappy if they are left later than their classmates. If you have a personal conflict and will be late picking up your child, please let us know by calling the office at (864) 208-2144. There will be a \$5 late fee for every ten minutes you are late. If you need to drop off or pick up your child at any other time, please contact the director or your child's teacher. Alternatively, you may use the call box on the brick wall to the right of the doors for a WDS staff member to assist you.

**\*PLEASE DO NOT PROP THE DOORS OPEN AT ANY TIME.\***

## EARLY BIRD

### MONDAY-FRIDAY

**8:00-8:50 a.m.**

#### **Crib-Fours**

Children may arrive at **8:00 a.m. for supervised play until 8:50 a.m.**, at which time they will be taken to their regular classroom. Please use the call box on the brick wall to the right of the doors upon arrival, and you will escort your child to his or her Early Bird classroom. Weekday School teachers share responsibility for this program. We have three classes each morning:

- Crib Room
- Toddler and Twos
- Threes and Fours

### **EARLY BIRD PAYMENT:**

Early Bird payments will be set to auto draft on the 10<sup>th</sup> of each month.

## WE ARE A NUT FREE SCHOOL

In an effort to provide the safest environment for every child attending the program, the Weekday School has adopted a NO NUTS/PEANUTS/PEANUT BUTTER policy for the entire facility during our operational hours. This policy will be enforced for classroom snacks and Early Bird. Parents are asked to provide snacks that do not contain any of these products. This policy extends only to the Weekday School and DOES NOT cover Sunday School, church and nursery, or other functions. Because of food allergies and the feelings of other children, **please have breakfast finished before entering the building for Early Bird or regular school drop off.**

## **Nutritional Suggestions for Parent-Provided Snacks**

As we always strive to do what is in the best interest of our students, we would like to offer some suggestions for making our snack time as healthy as possible here at the Weekday School. Mini cupcakes work well as a birthday treat, as do cookies. The service size of regular cupcakes tends to be more than a preschooler can eat. The children LOVE fruit and that makes a wonderful, healthy substitute for a typical “sweet” item!

Please note that this emphasis on healthy food choices will also be reflected in our fitness curriculum. The instructor will be working with the children throughout the year on this topic during her fitness sessions. Please feel free to ask your child’s classroom teachers for additional, healthy snack suggestions!

## **DROP-OFF AND PICK-UP**

### **General Provisions:**

- **Drop-off is from 8:50-9:05 a.m. and pick-up is from 12:00-12:05 p.m. in designated locations as listed below.**
- Please cross Chestnut Street ONLY at the brick crosswalk by the safety sign.
- Please DO NOT park in the yellow lined areas along the curbs. They are designated for emergency use only.
- Please do not use the Piedmont Club parking lot (even if you are a member) to pick up your child from the playground, per their request.
- To keep your child from becoming anxious, please be on time!

### **Drop-Off and Pick-Up Locations:**

- **Crib Room:** Main entrance of the school
- **Toddlers:** Main entrance of the school
- **Twos:** Outside doorway of the respective Twos’ classrooms
- **Threes and Fours:** Double doors near the small playground on Chestnut Street

## **TUITION AND FEES**

REGISTRATION FEE FOR ALL CLASSES: \$175.00 (Non-Refundable)  
\$30 Supply Fee

## **REGISTRATION**

- A yearly registration fee and supply fee are required to enroll each child in the Weekday School program. The fees must accompany the completed application form. These fees cover materials, field trips, and classroom supplies.
- A registration fee is charged any time during the year, regardless of when the child is enrolled. The amount of the registration fee is prorated after December for the rest of the school year.

- **Registration fees are non-refundable** and separate from the monthly tuition.
- **Your child's current DHEC Immunization records are also required at registration.** An updated record is due with registration for each school year a child is enrolled in the program. Should the vaccination record expire during the school year, a staff member from the school will notify the parent that an updated record is required. A parent has a month after receiving such notification to provide an updated record.

## **TEACHER REQUESTS**

While the director is happy to honor parent requests, please understand that this is not always possible when forming classes. The director must consider many factors including gender, birthdates, personalities, friendships, etc. **All requests must be made in writing prior to June 1st.**

## **TUITION**

- Tuition payments will be set to auto draft on the 10<sup>th</sup> of each month.
- Monthly fees are payable in full, regardless of absenteeism or withdrawal date.
- We pay half a month's tuition in August and half a month's tuition in May.
- Any balance due must be paid before you can return to school in the fall.
- First Presbyterian Church Tax I.D. Number is 57-0314439.
- Current tuition fees are listed below. If you would like to pay for the entire school year, we offer a 5% reduction for paying the entire year in full.

## **MONTHLY TUITION FEES**

### **Crib, Toddlers, Twos, Threes, and Fours:**

3 Days	\$275
4 Days	\$285
5 Days	\$300

## WITHDRAWAL

The director of the First Presbyterian Weekday School must be notified in writing one month in advance if it is necessary to withdraw your child. No refunds can be made for partial month's attendance. The registration fee, which was paid at the time you applied, is **non-refundable**.

## HEALTH AND SAFETY

- All Weekday School teachers are trained in CPR and First Aid.
- Each child **MUST** have all immunizations appropriate for his/her age. South Carolina law requires a Certificate of Immunization for every child in our program. This certificate can be obtained from the child's physician or County Health Department. This certificate must remain on file in our office. Should it expire during the year, an updated form must be on file.
- Please note that the Weekday School requires **ALL** children to be immunized. We do not accept immunization exemption forms. Should you be following a delayed immunization plan, you may submit this schedule for approval by a medical professional consulting on behalf of the Weekday School.
- Please notify the school if your child is ill with a communicable disease.
- If your child has a medical or dietary issue we should know about, please give us all pertinent information in writing. This is especially true for allergies.

## LICE/NITS

Should your child have the signs of head lice or nits, he or she will be sent home and may not return until the proper methods are in place. Please consult your doctor or the Center for Disease Control with any questions on treatment and removal.

## EXTENDED ILLNESSES

If your child has a prolonged illness, which necessitates temporary withdrawal for one or more months, please write a note to the teacher or to the director. (We certainly hope this will not be necessary.) If possible, we will hold that space for later readmission, but we may need to treat each episode on a case-by case basis. You will **not** be responsible for the monthly fee for that period of withdrawal **after** arrangements have been made with us.

## DROP-INS

Children must be registered for at least three days per week in order to utilize the drop-in service. The service will be available when space is available. The fee will be **\$10.00** a day. You can call the WDS office in advance, if possible, or early each morning to see whether there is an open space. You may also e-mail drop-in requests to [kgraham@fpcspartanburg.org](mailto:kgraham@fpcspartanburg.org).

## DISCIPLINE

The goal of our discipline is to develop Christ-like attributes within the child. We offer appropriate choices to the children to help them develop skills in positive decision making. The children will receive positive reinforcement for favorable behavior as well as redirection for unfavorable behavior. We have been trained in the Triple P Method. The steps that will be used to help control their unfavorable behavior will be:

1. A warning.
2. Redirection.
3. Acknowledgement of/discussion of behavior.
4. Assistance of the child in returning to the activity and being more successful.
5. Revocation of privilege when it becomes necessary.
6. Brief timeout in the director's office or the administrative assistant's office, if necessary.

The teachers will discuss each instance with parents, as necessary.

- Here at the Weekday School, we do not tolerate inappropriate/threatening language and/or physical contact of that nature. It is so important in this day and time to educate children about inappropriate behavior toward their peers. It is taken very seriously in the schools and at the WDS. We handle any situation of this nature immediately and assertively.
- We want all children to feel safe at school and it is the responsibility of our staff to nurture the safe environment. Please, as a parent, partner with the WDS by enforcing kind words and actions towards classmates and teachers.
- Physical/verbal threats can result in a student's suspension or dismissal from the Weekday School program.

### **GENERAL CLASS EXPECTATIONS – Please discuss these guidelines at home with your child.**

- Walk inside the classroom and halls.
- Take turns and share the toys.
- Treat others with respect and kindness.
- Wash hands before snack.
- Help clean up at the appropriate time.
- Raise your hand during circle time when you have something you desire to share.
- Use inside voices in the classroom.

## TOILET TRAINING

It is absolutely necessary that children entering the Threes classrooms be "restroom independent." It is important that they be comfortable and independent pulling up pants and are versed in all bathroom etiquette. Pull-ups, which absorb moisture, are not an acceptable alternative. We know that an occasional accident may occur, and the teachers will work with your child in a sensitive manner during this time. If your child has dirty or wet pants during school hours, you may be called to come and clean

him or her up. Please know that this is for health and safety concerns for both your child and his or her teachers. Our Threes and Fours classrooms are not equipped with changing tables or supplies.

## CLOTHING

At preschool, your child has opportunities to play on many different types of equipment and to explore many kinds of materials. Your child needs to wear clothing that allows him or her to participate fully in the many learning experiences that are provided.

We recommend children wear simple, washable clothing that is free from complicated fasteners. Shoes should fasten securely on their feet. Please no flip-flops or crocs, as these types of shoes make it very difficult to sit “criss-cross” during circle time and end up filled with sand or mulch during playground time.

- Closed-toed, rubber soled shoes are safest.
- Remember to label all outer garments with your child’s name.
- Each child needs a full change of clothes including socks and underwear in their cubby (Crib-Fours) and should be appropriate to the season.

## CELEBRATIONS AND SPECIAL EVENTS

All children’s birthdays are observed at school on the actual birthday (or on a day near.) A child with a summer birthday will have a “special day” during the spring and it will be treated just like a birthday. There are specific ways that each teacher makes the birthday child feel “special” on this day. Parents may send a birthday snack and are welcome to come enjoy it with the child and class. Arrangements should be worked out with the teacher ahead of time. Please do not consider this a birthday party and do not send “party favors” for the class. (Please see nutritional suggestions as listed above.)

Also, in most classes, parents will be asked to bring an occasional snack to supplement what we offer on a daily basis. A “Healthy Snack Bucket” will be sent home and a healthy snack list will be attached as a way to offer suggestions for nutritious snack ideas. Please ask your child’s teacher about any food allergy issues in the classroom. We greatly appreciate your help in being sensitive to the needs of these children.

- Please do not send **latex** balloons due to choking hazard. Mylar balloons are fine.
- Classroom celebrations will be held for Halloween, Thanksgiving, Christmas, Valentine’s, and Easter. Parents may indicate their choice of party to assist with at the beginning of the year.

## VISITATION AND CONFERENCES

Before school begins, teachers will invite all children to school for a Meet the Teacher drop-in so that they can meet their teachers and familiarize themselves with their classrooms. At other times throughout the year, parents are always welcome to visit the classrooms but must check in with the director before doing so.

A parent-teacher conference will be held formally once a year (April) for our Threes and twice a year (October and April) for our Fours as a means of discussing each child's progress. Parents are encouraged to contact teachers at any time throughout the year as needs and concerns arise. Teachers will do likewise.

Parents of Toddlers and Twos are welcome to request a conference during the year. Any conversation between a parent and teacher should take place **before or after school hours**. Please remember the teacher's first responsibility is to the children during school hours.

## SCHOOL CALENDAR AND INCLEMENT WEATHER

The Weekday School operates a 36-week program. Our calendar is loosely based on the Spartanburg County School District 7 calendar. We typically open for the fall one week after District 7 and close for the summer in mid-May. We follow District 7 for teacher workdays, closings due to inclement weather, and emergency-related closures, when appropriate. **The director has the discretion to not follow District 7 and open the Weekday School when it does not interfere with the safe operation of the school.** You will be alerted to closures or changes via the email address you provided at registration.

### Please note:

- If District 7 opens two hours late, we will open at 10:00 a.m.
- With a one-hour delay, we will open at 9:00 a.m., as usual.
- With a three-hour delay, the Weekday School will remain closed.
- **There will be no Early Bird if there is any delay.**
- It is not always possible for preschools to make-up days lost to inclement weather.
- Check local channels WSPA and WYFF4 for District 7 updates.

## GUIDELINES FOR SICK CHILDREN AT SCHOOL

*When is it necessary to keep a preschool child home because of illness?* Sometimes it is hard to decide.

- **Never send a child who has had nausea, diarrhea, or fever within the past 24 hours. If your child is sick during the night, he or she should not attend school the next morning. It is not acceptable to give your child fever-reducing medication and then send him or her to school.**
- Colds seem to present the biggest dilemma because they last so long. Usually a cold will last about a week, but the child may not feel bad for the whole time. The child is most infectious in the beginning stages of the cold when the nose is drippy and he or she is sneezing and coughing. This is when they need to stay home, in the consideration of the other children. In the later stages of a cold, the child can

be taught (both at home and at school) to use and throw away tissues, and to **wash hands often** to cut down on contamination. If there is a greenish discharge from the nose, the child might have an infection and may need to see the doctor.

▪ **If you would not want your well child to be exposed to a child with the same symptoms, please keep your child at home.** This is a great rule of thumb to follow.

▪ **Help us keep a healthy preschool! Refrain from bringing your child to school if he or she has:**

- Fever within the last 24 hours (must be fever-free without the use of Motrin or Tylenol)
- Vomiting within the last 24 hours
- Runny nose with thick or green mucus (even if on antibiotics)
- Diarrhea within the last 24 hours
- Severe or persistent cough
- Pink eye or conjunctivitis
- Recent exposure to a contagious disease like chickenpox, measles, Hand Foot and Mouth, etc.

### **Medicine at School:**

▪ Always send a note to the teacher if you have given your child a cold medicine (Dimetapp, Motrin, Benadryl, etc.) before school. These medications often make a child sleepy and lethargic. If we don't know about the medicine, we may think your child is sick because of their behavior.

▪ We do not give medication to children at school. Please do not request that we give Tylenol or other medications to your child during the day.

▪ Be sure to let us know if your child is allergic to anything that might require the use of an EpiPen. **You must provide a current EpiPen to be kept in the classroom with your child's name clearly marked on it.**

### **Please send notes to the teacher in the following circumstances:**

▪ If you are going to be out of town. Children often behave differently at school when their parents are away or if something is different at home. It is very helpful to the teacher to have this information.

▪ If your child did not sleep well or if anything unusual has happened that may affect his or her behavior at school.

▪ If your child will be picked up by someone other than his or her usual caregiver.

### **Notes on the COVID-19 virus:**

COVID-19 presents special challenges to the Weekday School community, and the health and safety of our children and staff remain our highest priority. Because our understanding of the virus is ever-changing and evolving, the director of the Weekday School will remain up to date on CDC COVID-19 guidance and will act accordingly in consultation with the Weekday School Board to revise policies and procedures as related to the illness as the CDC makes new or amended recommendations.



It is incumbent upon every member of the Weekday School community to take precautions to prevent transmission of COVID-19 on our campus. Parents must maintain open and honest communication with staff regarding symptoms or diagnoses experienced by children or persons who live in the same household. The director of the Weekday School has the discretion to determine appropriate quarantine periods for affected children and staff members and ensure those quarantine periods are observed. The director and school Board has the discretion to amend COVID-19 policies and procedures as guidance on the illness changes. Any policy or procedure changes will be communicated in writing to parents before they are implemented.

## WHAT TO SEND WITH YOUR CHILD

Please make sure all your child's belongings are clearly marked with his or her name. This includes clothes, pacifiers, blankets, umbrellas, and any personal items. Toys should remain at home, due to the potential for a beloved item to get lost or broken. Thank you!

Children should wear play clothes that are comfortable, washable, and allow for self-help. Rubber-soled shoes are recommended for safety in climbing and physical activities. Long dresses and slippery bottom boots and shoes should remain at home. Outside play is a part of each non-rainy day's activities. On days of inclement weather, classes will play in the church gym. Please dress your child appropriately for daily weather conditions. We only go outside for playtime if the temperature is above 40 degrees. On chilly days, please send your child in a warm coat so that all children may go join their class outside.

The following items should be sent for appropriate age groups:

### **Crib Room/Toddler Room:**

Tote bag, diapers, special blanket or toy that comforts, sippy cup, and a change of clothing. The teacher will periodically request additional diapers.

### **Twos:**

School will provide a small tote bag. Diapers, a seasonally appropriate complete change of clothes (to be left at school), and a comfort item (if needed).

### **Threes:**

School will provide a tote bag and a pencil box for supplies. Please send a seasonally appropriate complete change of clothes (to be left at school).

### **Fours:**

School will provide a tote bag. Please send a seasonally appropriate complete change of clothes (to be left at school).

- Please be mindful of our art program, which can get messy. Please dress your child appropriately.
- Please dress your child in comfortable play clothes in which they can move easily on fitness days.
- Yoga days are great days to wear pants, leggings, or other appropriate attire for bending and stretching.

## SPECIAL EVENTS AT THE WEEKDAY SCHOOL

### Imagination City

For two days in the spring, the Weekday School is transformed into a preschool-sized city! No city is complete without a grocery store, Home Depot, veterinary clinic, and car wash. We create our own Weekday School Children's Museum!

### Field Day

Our fitness teacher plans a morning of active outdoor fun and games. This end of the year event is a wonderful culmination of our fitness program.

### Holiday Parties

We love holidays around here and celebrate everything that even resembles a holiday! Such as Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and end of school year.

## FUNDRAISING

Each year, the Weekday School conducts several fundraisers. These fundraisers are necessary in order to support our program. This year's fundraising events include:

- Moe's Pop Up
- Sale of wooden door hangers with artwork by the children
- Minted.com
- School camps
- GoGo squeeZ Recycling Program

Your support of these events is greatly appreciated!

### First Presbyterian Church Weekday School Fund

A non-endowed special fund was established by Anna and Justin Converse in an effort to support the programs of the Weekday School. We have an additional fund in honor of long time WDS teacher Susan Satterfield, which is used to help families in need with tuition or to offset the cost of special services for the children. The Spartanburg County Foundation will oversee the administration of the funds. The senior minister and the director of the Weekday School will be responsible for distributions from the funds. Any donations made to the funds will be treated as completed gifts for federal income tax purposes and will be used solely for curriculum needs and operations of the Weekday School. If you are interested in contributing to the funds, through an honorarium, memorial, or just as a gift, please contact the Spartanburg County Foundation or the First Presbyterian Church financial office.

## Parent Handbook Recognition Form

I have read the First Presbyterian Church Weekday School Handbook for 2023-2024. I agree to comply with the school policies and regulations within this handbook.

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

Class: \_\_\_\_\_

By signing this form, you acknowledge your tuition will be auto drafted on the 10<sup>th</sup> of each month (1/2 August, September-April and 1/2 May), unless you have made other arrangements.

Parent Signature: \_\_\_\_\_

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

**Please return this signed form by September 8th.**

Should you have any questions, please contact Kris Graham at 864-706-0460 or [kgraham@fpcspartanburg.org](mailto:kgraham@fpcspartanburg.org)

Thank you for your understanding and support!