

# HANDBOOK



First Pres Nursery School

2020-2021

**First Pres Nursery School**

**First Presbyterian Church**

200 West Washington Street

Greenville, SC 29601

864.235.0496

864.235.0698 (fax)

First Pres Nursery School & Summer@1st Director, ext. 240

Beth Plyler

First Pres Nursery School Assistant ext.277

Cami Lewis

Children's Ministry Director, ext. 221

Tina Jones

Director of Early Childhood & Primary  
Education (Nursery-K5), ext. 263

Evelyn Penkert

Director of Children's/Family Missions &  
Primary Education (Grades 1-5), ext. 236

Karen King

Children's Ministry Assistant, ext. 254

Heather Tomlinson

*Dear Parents,*

*Thank you very much for entrusting your child to us during this very important stage of their life. We do not take lightly the awesome responsibility we have to help you meet the spiritual and social needs of your child. We are excited to love and nurture your child this year.*

*This First Pres Nursery School Handbook has been compiled to explain our program and guidelines. After reading the handbook, please keep it for future reference.*

*Please let us know if there are any questions you may have or anything you may need. We are very grateful for the opportunity to serve your family.*

*Sincerely,*

A handwritten signature in black ink that reads "Beth Plyler". The signature is written in a cursive style with a large, looping initial "B".

*First Pres Nursery School & Summer@1st Director  
First Presbyterian Church*

## ***PURPOSE***

Our purpose is to glorify God by providing optimum care with dedicated workers in a Christian environment. We endeavor to give each child exposure to age-appropriate spiritual, social and academic activities, as well as to be a support to families as they raise their children.

## ***PHILOSOPHY***

The philosophy of First Pres Nursery School is to help infants and toddlers feel happy and secure at church, feel good about themselves, and learn that God is love. FPNS strives to provide opportunities for growing spiritually through learning experiences, language and development, songs and finger plays.

## ***WHO IS ELIGIBLE?***

Our school year program is open to children between the ages of 3 months and 2 years regardless of race, sex, nationality or religion. First Presbyterian Church members and current FPNS families are given priority.

## ***SCHEDULE***

Our program will begin August 31 and runs Monday–Friday (except holidays) through May. The complete school year calendar is in the back of this handbook. Our hours are 9:00am to 2:00pm. Early and late stay times are from 8:00—9:00am and 2:00-2:30pm.

## ***REGISTRATION POLICY***

Summer and Fall Registration are usually held at the beginning of February. Church members and legacy families have the opportunity to register prior to the time when it is open to the general public. Having your child registered one year does not guarantee placement the following year; annual registration is required.

If you have not already joined our Children@1st programs through Campsite, you must create a New Family Enrollment Account. An email confirmation will be sent to you upon completion of the entire registration process which includes entering your selected payment method. If you have previously created an account, you will use your existing username and password. We require all payments to be drafted from your bank account or credit card you provided upon completion of registration.

FPNS is a separate program from The Academy. Call 235-0122 or go to [www.theacademysc.org](http://www.theacademysc.org) for information. Enrollment in the FPNS program does not guarantee acceptance in another program. Accounts with other FPC programs must be current to register with FPNS

### ***REQUIREMENTS***

The following items are required for attendance:

- A. \$25.00 Per family (**non-refundable**) Children@1st Registration fee.
- B. \$50.00 Registration fee per child (non-refundable)
- C. All paperwork to be completed and necessary forms returned to FPNS by August 1

### ***PRIVACY POLICY***

We collect personally identifiable information, like names, postal addresses, email addresses, etc., at the time of registration. The information you provide is used to fulfill your specific request and enable us to communicate with you. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist First Presbyterian Church through operating this website, conducting business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is permitted or required by law, enforce our site policies, trying to protect against or prevent actual or potential fraud or unauthorized transactions, investigating fraud which has already taken place, or protect ours or others rights, property, or safety.

## ***FINANCIAL INFORMATION***

All tuition is due and will be drafted on the 1st business day of each month, except for the combined August/September tuition. This will be drafted on September 7th. All late payments and/or declined drafts will incur a \$25 fee. You will receive an invoice statement via email before each draft occurs as a courtesy reminder. Your tuition is calculated on a monthly rate regardless of how days your child attends or how many days are in the billing month. Monthly tuition is as follows:

1 day per week / \$120 per month  
2 days per week / \$240 per month  
3 days per week / \$360 per month  
4 days per week / \$480 per month  
5 days per week / \$600 per month

Early Stay Fee: \$10.00 per day

Late Stay Fee: \$5.00 per day

Drop In Day Fee: \$35.00 per day (not applicable until January)

If payment is not satisfied, the child may not return to FPNS until arrangements have been made with the Director. (Extenuating circumstances may be discussed with the Director.) If money is owed to other programs at First Presbyterian Church, special permission must be discussed with the Finance Director before your child can be enrolled in FPNS. Outstanding debts should be satisfied before incurring further debt.

## ***SIGNING IN***

It is absolutely necessary that each child be signed in the classroom with all of the necessary information. Please notify us if your phone number has changed. If someone other than yourself will be picking up your child, be sure to let the teacher know by writing a note (see "Safety"). It is recommended that you also list any such possible person on the DSS packet.

## **ABSENCES**

Please notify the Director as soon as you know that your child will not be attending his scheduled day. Payments are due in full even if your child misses a day. Giving your space to someone else is not an acceptable procedure. Please arrange all schedule changes through the FPNS Director or Assistant.

## **WITHDRAWAL POLICY**

A 30 day notice of withdrawal is required. With this notice, you will only incur a \$25 cancellation fee. Without a 30 day notice, you will incur one month's tuition plus the cancellation fee of \$25.

***\*Please see COVID Policies & Procedures for additional wellness & financial information pertaining to COVID-19.***

## **WELLNESS POLICY**

We know you share in our concerns in pursuit of a healthy environment for our children. However, we all have difficulty at times determining when a child should remain at home. A general guideline of "would I want my child exposed to a classmate who has these symptoms" is a great place to start. We feel that more specific descriptions of children's symptoms will be helpful. The following information may be something for you to keep and refer to. We hope that you, as parents, will find this a useful means of assessment.

### ***Fever***

When a child has a fever (above 99.4 taken orally or above 100.4 taken rectally), he should remain at home. If a child develops a fever at school, he will be sent home. If a child is recovering from an illness, he should be free of fever for 72 hours (without fever-reducing medication) before coming to school.

### ***Medication***

When a child has been on an antibiotic for at least 24 hours and is 72 hours fever free, then the child is considered non-contagious to others. Our staff CANNOT administer any type of medication. We may apply diaper ointment if we have your signed permission. We may administer an EpiPen in case of an emergency if we have a parent's permission and a current prescription.

### ***Colds and Runny Noses***

If a child has a cold, he is contagious and should not come to school. At times a runny nose may indicate an allergy only. If this is the case, the discharge from the nose is clear. However, if it is yellow or green, infection may be present, and the child should not be brought to school.

### ***Allergies***

Please alert your child's teacher and the Director of any allergies your child has. We can label your child's cubby with allergy information. If an epi-pen has been prescribed, be sure to provide one to the teachers. It must be in its original box and within its expiration date.

### ***Coughs***

Coughs can spread infection very easily. If your child is coughing as a result of cold or bronchial infection, he is contagious for as long as the cough is moist or fever persists. If the infection is bacterial and he has been on antibiotics for 24 to 36 hours and fever free for at least 72 hours In all cases involving coughs, the child's comfort is a factor in whether to remain at home.

### ***Ear Infections***

Ear infections are frequent in young children. Although they may not be contagious, a child should have completed 24 hours of antibiotic and be comfortable before coming to school.

### ***Sores***

Do not send your child with open, draining sores. Wait until they have scabbed.

### ***Diarrhea***

Diarrhea is defined as four to five bowel movements in an eight hour period. This can be caused by infection, diet, teething, or medication. If a child has diarrhea for any reason, he should not come to school, parents will be called to come for him if he is already there. Although frequent bowel movements may not represent a contagious condition, the percentage of time that the teacher spends with diapering/bathing is a consideration when there are other children under the teacher's care.



## ***DISCIPLINE POLICY***

First Pres Nursery School believes that each child is a gift from God. We encourage all children to treat each other with kindness. In order to maintain a safe and kind atmosphere, the staff uses positive techniques of guidance such as redirection, positive reinforcement and praise. There is no use of corporal punishment. "Time out" is used in the toddler rooms when necessary 1 minute per year of age (Example- 2 years old = 2 minutes of "time out.")

## ***BITING POLICY***

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that is a particular concern for the staff in Toddler-Young 2's. For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order to avoid biting. There are times, however, when everyone cannot be within immediate reach to prevent a bite. Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm “NO bite”. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
- The biter is not immediately allowed to return to play and is talked to on a level that he/she can understand, then redirected. Time out may be used for repeated incidents
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

### ***OUR STAFF***

Our staff has a strong Christian foundation. The staff is a loving, caring, nurturing group of people. Each staff member has been screened through the Central Registry Check, fingerprinted, and completed a drug screening. Since we are a registered child care center, each caregiver takes 15 hours of certified training classes each year in child growth and development and curriculum. The Director takes 20 hours of certified training classes. Every employee takes the “Steward of Children” child protection course. We also strive for 100 percent staff training in CPR and First Aid.

## ***NUTRITION***

We supply the morning snack for your child. All snacks that we serve are posted in each classroom. Please keep healthy nutrition in mind when sending your child's lunch. Microwaves and refrigerators are available in each classroom. Please send finger foods for toddlers. (Refer to "Special Instructions").

## ***HEALTH & SAFETY***

All classrooms stock basic first-aid items. All FPNS teachers are trained in CPR and first-aid procedures.

### ***Weather***

In case of hazardous weather conditions, we will take appropriate safety precautions for your child.

### ***Safety Drills***

Fire drills are scheduled monthly. All classrooms have maps posted indicating where teachers and students are to be. Tornado plans are also in place.

### ***Lock-Dock***

Please be aware that in "Lock-Down" NO ONE may enter or leave the building until the situation is clear. "Lock Down" procedures are for situations where eminent danger is in place.

### ***Custody***

If any custody issues apply to your child, we must have up to date legal documentation.

### ***Entrance/Exit***

We ask that you enter the main lobby and be "buzzed-in" Please exit through these same main doors, otherwise, make certain the door closes and locks behind you to maintain our safe environment.

### ***Pick-up***

If someone other than a parent or legal guardian is to pick-up your child, we must have your written permission. The person picking up your child must bring a photo ID.

### ***Car Seats***

Please remember that children under the age of 6 years are to be secured in an approved child safety seat. Make sure the person who is taking your child home has an appropriate seat for your child.

## ***SPECIAL INSTRUCTIONS***

You can help provide your child with the best possible care by cooperating in the following ways:

1. ***Please label diaper bags, bottles, cups, lunch items, and all clothing articles with your child's name. In other words, LABEL EVERYTHING!***
2. Send disposable diapers, not cloth diapers
3. Send one tub of diaper wipes for the fall and one again in January.
4. Send a change of clothes, in case of accidents, in a zip top bag, labeled.
5. Send pacifiers, if needed, with clips, labeled.
6. As your child progresses past baby food, please send finger foods which are easy for your child to manage by himself. Do not send soups, spaghetti, puddings, etc., which your child cannot feed himself. If sending grapes, bananas, carrots, or hot dogs, please cut in circles and then cut in half again to avoid choking. Teachers do not have knives at their disposal. Popcorn is also a choking hazard for toddlers. Do not send popcorn.
7. Be sure to bring that special "comfort" toy, blanket or whatever it may be that helps your child feel comforted, labeled.
8. The entire program is NUT-FREE! Do not send peanut butter or any food made with nuts (hazelnut, Nutella, peanut butter bars, etc.)

## ***PARENT INVOLVEMENT***

Parents are always welcome to observe the classroom. We suggest that you observe from the mirrored windows so that your child does not encounter extra stress over separating from you.

We appreciate your involvement for teacher birthdays & holidays as well as teacher appreciation week.

If you would like to do something special for your child's birthday, just let us know so we can be sure allergy guidelines are considered. We will help to make that day especially wonderful!

## **EMERGENCIES**

### **Medical**

We have trained staff to recognize medical emergencies. Should we have such an emergency, our plan includes: Calling 911, notifying a supervisor, and the receptionists, notifying parents/guardians, providing first aid as needed until emergency personnel arrive, and completing an incident report. There is a medical emergency form on file for your child in the office. Your contact numbers along with another emergency contact are listed on your registration form in the office. It is your responsibility to keep this information updated. *Please remember to sign your child in each day with applicable contact numbers for that day. We ask that you highlight the number we should contact first should we need you that day, then initial in the last column. This is critical for safety, as well as to abide by DSS policies.*

### **Evacuation**

In the event of an emergency at First Presbyterian Church which would cause an off site evacuation, children will be relocated to First Baptist Church by cars, or vans. The children will remain at that site under the care and supervision of our staff while parents/guardians are contacted. If children are injured during the emergency, 911 will be called.

## **OVERVIEW OF CLASSES**

First Pres Nursery School begins in August with children from 3 months old through 2 years of age. We have four rooms in the nursery. Our infant room is called the "Purple Room." We also have three toddler rooms: the "Green Room," the "Blue Room," and the "Yellow Room." The Toddler Rooms follow a basic schedule which includes a morning snack, stories, a simple craft, music and gross motor activities. The Blue and Yellow rooms visit the playground, weather permitting. The Green room children will go to the playground starting around April. Each room provides information sheets to parents daily with information regarding eating, diapering, napping and behavior.

## ***POTTY TRAINING***

We are happy to assist your child in potty training. The Blue Room and Yellow Room share a child's bathroom so all children are able to continue with their training at school. The teachers will assist them by reminding them to go and having designated times each day where the children have to try to use the potty. Children that are training must wear pullups until they are completely trained. We know every child has accidents so please send extra pullups, clothes and underwear for those children in training and those children recently trained.

## ***REMINDERS***

### ***Absences***

Payments are due in full, even if your child misses a day. Contact the FPNS Assistant to be placed on a list for a make-up day. No make-up days are guaranteed.

### ***Arrival Time***

Please note that our program does not begin until 9:00am. The time before 9 is needed for teachers to prepare their rooms. We appreciate your understanding in this matter.

### ***Dismissal Time***

Dismissal time is 2:00pm. Pick up your child no later than 2:00pm. See "Financial Information" for late pick-up fees.

## ***SUMMER @ 1ST (June & July)***

"Summer Camp" brings ideas of fun and great memories. It can also be an opportunity for spiritual growth and discipleship. How? First Presbyterian's Summer @ 1st includes camps full of crazy, fun-filled activities along with solid Bible teaching and discipleship from mentors. It's a program that both kids and parents will love! Plus, Summer@ 1st is designed for infants through rising K-5. Flexible registration and extended hours are available. You choose the weeks and hours that work for your family.

We reserve the right to make changes to this policies. Any changes to these policies will be posted.

## **FIRST PRES NURSERY SCHOOL CALENDAR FOR 2020-2021**

Monday, August 31	FPNS 1st day
Monday, September 7	Labor Day
Friday, October 23	Fall Break
Tuesday, November 3	Election Day-Closed
Wed-Friday, Nov. 25-27	Thanksgiving Holiday
Fri. Dec. 18 - Fri. Jan. 1	Christmas Holiday
Monday, January 4	FPNS Re-opens
Monday, January 18	MLK Day
Wed., February 3	FPC Members/Existing Families Registration
Mon.-Fri., Feb. 8-12	Teacher Appreciation Week
Wed., February 10	Open Registration @ 9am
Monday, February 15	Presidents Day
Friday, March 19	Teacher Workday
Fri., April 2-9	Spring Break
Monday, April 12	FPNS Re-opens
Thursday, May 27	FPNS Last Day

### **Unusual Weather Conditions**

In case of inclement weather, watch WYFF4 for FPNS  
and The Academy closings/delays.

“Train up a child in the way  
he should go and when he is old  
he will not depart from it.”

Proverbs 22:6



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