



Second Presbyterian Preschool

# Family Handbook



Second Presbyterian Preschool

learn. play. explore.



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# Word From Our Director



**Dr. Sally I'Anson**  
Preschool Director  
sally@spres.org

Welcome to Second Presbyterian Preschool, an exceptional, early education landmark in the Roanoke community. On behalf of the preschool staff and the church staff, I welcome you into our Second Presbyterian Preschool family. I believe that we will have a wonderful year together.

Our preschool is based on the philosophy that each child is a unique individual created by God. The preschool is dedicated to providing your child an excellent preschool experience in a nurturing Christian environment.

We hope that our history of offering highly customizable scheduling continues to both encompass and serve the needs of your family.

I look forward to carrying on the rich tradition of Second Presbyterian Preschool with your child, as we commit to his/her educational development and spiritual growth. If you have any questions, please email me at [Sally@spres.org](mailto:Sally@spres.org), or send me a message in HiMama.

Blessings,  
Sally B. I'Anson, Ed.D.

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**Preschool Office Hours:** 8:00 a.m. to 4:00 p.m., Monday through Friday

**Preschool Office:** 540-342-6405 Ext. 1

**Website:** [www.sprespreschool.com](http://www.sprespreschool.com)

**Contact [pscoord@spres.org](mailto:pscoord@spres.org) for:**

- Billing information and inquiries
- ACH questions
- Tuition questions
- Changes to early drop off, lunch bunch, after care, and enrichments
- Preschool emails and communication
- HiMama
- Monthly Newsletter
- Website/Facebook
- Scheduling Preschool tours
- Preschool wait list information
- Registration and Admissions information
- Student records and attendance
- Changes in student drop-off and pick-up times
- Changes to pick-up list



# Word From Our Pastor

Dear Second Presbyterian Preschool Family.

I am the Senior Minister at Second Presbyterian Church. I am thrilled the Preschool is a part of the life of our congregation. The youngest of my three daughters, Virginia, was once in the program and this year her daughter, Emory, will be. I know that the program will continue to be what it has been for thousands of children over the years, a place of nurture, love, play, and instruction. We have a new highly qualified and experienced Preschool Director in Sally I'Anson. I anticipate that we will enjoy being a part of an exciting chapter in the preschool's history.

Please know that the ministers of the church consider the preschool a priority. Rev. Elizabeth Link is our Associate Pastor for Education. She serves as the liaison to the Preschool Committee and leads Hallelujah Mountain for the children. We both welcome opportunities to meet and get to know the family members of the children.

Let us know if the church can serve you in other ways. The church offers a wide variety of programs in which you may be interested — fellowship events, worship, classes, service opportunities — and we would be glad to tell you about them if you are interested. Our website ([www.spres.org](http://www.spres.org)) is a valuable source of information. I can be reached by calling the church or by email at [pastor@spres.org](mailto:pastor@spres.org). Elizabeth's email is [elizabeth@spres.org](mailto:elizabeth@spres.org).

I'll close with this word of thanks for those of you who care for small children.

God bless,  
George C. Anderson, D.Min.



**George Anderson**  
Senior Pastor  
[pastor@spres.org](mailto:pastor@spres.org)



## History

Second Presbyterian Preschool began as a mission of Second Presbyterian Church. The preschool opened its doors in 1953 and has operated continuously since that time.

## Mission

Second Presbyterian Preschool is an early childhood ministry of the Second Presbyterian Church whose primary purpose is to provide an excellent preschool experience in a nurturing, Christian environment. The preschool is dedicated to the intellectual, emotional, social, physical, cultural, and spiritual growth of its students.

## Philosophy

Our preschool is based on the philosophy that each child is a unique individual created by God. Our programs are grounded in a developmental approach to learning. Our classrooms and activities reflect that approach. We incorporate lots of play time to provide children the time and space they need to grow. We place emphasis on the joy of learning. This philosophy provides each child with the opportunity to reach their God-given potential through thoughtful instruction.

\*It is important for parents to understand the spiritual dimension to our philosophy of education. The preschool is non-denominational in its teaching, stressing the central values of the Bible that unite all Christians. We are a community seeking Christ and sharing His love. We want our children to know that God loves them, their teachers love them, and that school is a fun-filled place of exciting learning experiences!

## General Information

Second Presbyterian Preschool is a non-profit, religiously exempt school and is a mission of Second Presbyterian Church. The program is designed to provide spiritual, emotional, and cognitive learning for children aged 12 weeks through 4 years. Our facilities include 9 classrooms, a preschool music room, a gym, and a playground. We also use the small chapel for Hallelujah Mountain and the Fellowship Hall for large gatherings.

All students must meet the age requirement indicated below as of September 30th. Our 2020-2021 class offerings are indicated in the chart below.

Infants	Ones	Young Twos	Twos+	Twos+	Threes	Threes	Fours
2,3,4,5 Day	2,3,4,5 Day	2,3,5 Day	3 Day	5 Day	3 Day	5 Day	5 Day
12 Weeks	12 Months	22 Months	30 Months	30 Months	36 Months	36 Months	48 Months



## Preschool Schedule

Preschool Day Offerings	When	What's Happening
Early Drop Off*	8:00-9:00	Children are playing in their classrooms.
Morning Drop Off	8:50-9:00	Children are playing in their classrooms.
Preschool	9:00-12:00	**Infants nap from 10:00-11:00.
Lunch Bunch*	12:00-1:00	Enjoy lunch with your teachers and friends!
After Care 1*	1:00-2:00	**Ones and Twos naptime. Twos+, Threes, and Fours enjoy supervised playtime!
Enrichments* Threes and Fours Only	1:00-2:00	Soccer Shots (M Fours, T Threes), Science Club (M Threes, T Fours), Dance (W), Classical Corner Music (Th)
After Care 2*	2:00-5:30	*Infants nap anywhere between 12:45 and 3:00 depending on their sleep needs. **Ones and Twos may nap until 3:00 and resume supervised playtime until 5:30. ***Threes and Fours nap from 2:00-3:30 and playtime resumes until 5:30.

\*Starred items are preschool enhanced services.

\*\*Children are NOT required to sleep during nap time. They are encouraged to rest.  
If, after 30 minutes, children are not sleeping, quiet activities will be provided  
(puzzles, books, quiet toys, etc.).

## School Hours

Second Presbyterian Preschool is open and available to students from 8:00 a.m. to 5:30 p.m. Base tuition covers the preschool day from 9:00 a.m. to 12:00 p.m. A multitude of care and enrichment offerings allow students to be at the preschool between 8:00 a.m. and 9:00 a.m. and from 12:00 p.m. to 5:30 p.m.

It is important that your child be on time for preschool so that they will not miss out on early morning activities. Your prompt return when school is over is also important. Please make every effort to avoid being late for pick up. Please let us know as soon as possible if an emergency should arise, and we will be glad to work with you.

Please inform the office if you have a change to an individual picking up your child, by providing signed, written permission, that includes the individual's name. Their photo ID will be checked upon pick up. Please do not take your child from the preschool without notifying a teacher or preschool staff member. These procedures are for the safety of your child.



## Early Drop Off

If you would like to drop your child off ahead of regular school hours, Early Drop Off is available to all children, Monday through Friday from 8:00 a.m. to 9:00 a.m.

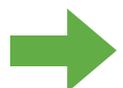
There is an additional fee for Early Drop Off based on the age of your child and the number of days your child attends. Payment for Early Drop Off will be included in your monthly tuition invoice. We do not credit or refund fees if your child is absent. If space is available, your child may drop-in for Early Drop Off. Please contact the Preschool Coordinator at [pscoord@spres.org](mailto:pscoord@spres.org) for availability. Drop in days will be added to your monthly tuition invoice.

Please note your child's classroom door location on the map. Please park your car in the parking lot, or on the street and walk with your child to the appropriate door.

## Morning Drop Off

Please note your child's classroom door location on the map. Please park your car in the parking lot and walk with your child to the appropriate door. If you are not signed up for Early Drop Off, please do not drop off before 8:55 a.m.

When bringing children to their classroom in the morning, we encourage you to make your good-byes short and sweet at the door. It has been our experience that this is easier on the child than lingering good-byes.



## Curriculum

Our developmentally appropriate curriculum is planned within the framework of our philosophy and purpose. We use an integrated literature-based approach in our curriculum. Books are chosen for a theme. Books that relate to this theme are added throughout the month. All activities (circle time, art, small group, etc.) are related back to this common, literature-based theme. Weekly curricula will include hands-on creative math, science, art and music activities. It will also include songs, finger-plays, dramatic play, and large and small muscle activities. Children will have exposure to shapes, colors, numbers, letters, science experiments and nature activities along with celebrations of birthdays and holidays all in relation to the literature-based theme of the month.

## Special Programming

### Music and Movement

Our certified music teacher fosters the love of music by teaching children to sing songs, play rhythm instruments, enjoy musical games, and participate in movement activities that correspond with the seasons, and holidays often correlating with what they are learning in their classrooms. For the 2020-2021 school year, all children will enjoy music in their classrooms once a week.

### Hallelujah Mountain

Twice a month, the Older Twos, Threes, and Fours join the Reverend Elizabeth Link “Pastor Elizabeth” for a special time of worship. Through song, storytelling, and play, children discover stories about God’s people from the Old and New Testaments. For the 2020-2021 school year, Pastor Elizabeth will be joining children in their classrooms for Hallelujah Mountain.

### Workshop

Threes and Fours visit the workshop weekly in small groups of 2-4 students. The children make wonderful projects while learning how to safely use hammers, hand drills, sandpaper, and saws (Fours) under the careful supervision of their teacher. Student competence and confidence in using tools to create things increase as the year progresses.

### Gardening

In the fall, the Threes and Fours students grow radishes from seeds. In the spring, the Threes and Fours plant pansies, spring bulbs, and grow lettuce for salads! Science concepts related to growing food, flowers and plants are taught throughout the year. Students also learn the importance of recycling, reducing waste, and re-using or re-purposing things whenever possible. They learn how to recycle properly in their school and community, and the positive impact it has on their world.

Check out this [link](#) to our website to learn more about our special programming.

For more detailed information on how we are managing our programming to keep students, staff and families safe during the COVID19 pandemic please go to this [link](#).



## Snacks

Snack time is one of the highlights of the preschool day, Not only do children enjoy a yummy treat, but they also have a great opportunity to practice important social and language skills. Please pack a small (2 snacks for children enrolled in After Care 2), nutritious snack for your child every day such as fruit, veggies, applesauce, and cheese. Hot dogs, grapes, popcorn, and similar snacks are not recommended, as they are choking hazards. Perishable snacks should be packed in an insulated lunch box with a cold pack. Except for infant milk, we are not permitted to refrigerate or heat snacks.

## Napping

Our program offers a nap/rest at varying times, depending on the students' age. Parents will provide blankets and /or pillows. Preschool staff launders infant crib sheets and sleep sacks daily. Blankets and pillows for all other students staying for naptime will be sent home daily to be laundered and returned the next day.

Nap Schedule	
Infants	10:00-11:00 and 2:00-4:00
Ones and Twos	1:00-4:00
Threes and Fours	2:00-3:30

Children are NOT required to sleep during this time. They are encouraged to rest. If, after thirty minutes, children are not sleeping, quiet activities will be provided (puzzles, books, quiet toys, etc.).

## Infant Program Nap Policy

Our full day infant program offers a morning nap time from 10:00 a.m. – 11:00 a.m. and an afternoon nap time from 2:00 p.m. – 4:00 p.m. Each child is assigned his/her own individual crib to be used for the entire school year. Cribs are set up at least 4-6 feet apart. Children will use fitted sheets provided by the preschool, and these sheets are laundered daily. Loose bedding and soft objects, which include but are not limited to pillows, blankets, sheets, and loveys are not allowed inside the crib while infants sleep. Sleep sacks and wearable blankets are used, when appropriate, in the infant program during nap time.

Bottles are not permitted at nap time. Pacifiers are acceptable if there are no cords attached to the pacifier. All infants are placed on their backs at nap time. An infant who falls asleep in a play space may remain in that space if comfortable, safe, and fully visible to the teacher. At 12 months and with written permission from the parents, a child may have a lovey in their crib during naptime



## Lunch Bunch

If your child would like to stay for lunch they will eat with their teachers in their classroom. Lunch Bunch is available to all children, Monday through Friday from 12:00 p.m. to 1:00 p.m. There is an additional fee for Lunch Bunch based on the age of your child and the number of days your child attends. Payment for Lunch Bunch will be included in your monthly tuition invoice. We do not credit or refund fees if your child is absent.

Please pack a nutritious lunch for your child every day in insulated lunch boxes with cold packs. Except for infant milk, we cannot refrigerate or heat student lunches.

If space is available, your child may drop-in for Lunch Bunch. Please contact the Preschool Coordinator at [pscoord@spres.org](mailto:pscoord@spres.org) for availability. Drop-in days will be added to your monthly tuition invoice.

## After Care 1

After Care 1, from 1:00 p.m. to 2:00 p.m., allows students to play and unwind after their busy classroom day. It also gives them access to toys and activities they do not have in their regular classrooms. Twos+, Threes, and Fours play, while social distancing, on the playground or in the gym.

*Ones and Young Twos nap during this time in their classrooms.*

## Enrichments

### Soccer Shots

Soccer Shots is a children's soccer experience. The Soccer Shots Classic program utilizes creative and imaginative games to focus on basic soccer skills like dribbling, passing, and shooting. It also highlights a positive character trait each session such as respect, teamwork, and appreciation. Our Soccer Shots Coach comes to the preschool on Monday afternoons from 1:00-2:00 to coach the Fours class and on Tuesday afternoons from 1:00 p.m. to 2:00 p.m. to coach the Threes class.

*Soccer will be coached using strict social distancing COVID19 protocols.*

### Science Club

Each week, Science Club explores a science topic of high interest to Threes and Fours, with lots of hands on experiences, discussion, songs, and books. The emphasis is on exploration and what scientists do, not memorizing facts. Topics we explore include eggs and birds, things that spin, the science of colors, wind power, electricity, solutions, magnets, dinosaurs and fossils, the human body, chemical reactions, engineering, and much more.

We currently offer two Science Club sessions each week, Threes on Mondays from 1:00 p.m. to 2:00 p.m. and Fours on Tuesdays 1:00 p.m. to 2:00 p.m.



## Dance

The goal of our dance enrichment program is to bring laughter, music, FUN, and DANCE into the lives of children. We help them explore the world of creativity through movement, music, and dance with positive reinforcement. Dance helps children develop a sense of self-respect, discipline, leadership, and poise. Our dance teacher, Leslie Miller, is the owner of Valley Dance Productions, a well-known Roanoke dance studio and has years of experience teaching students of all ages. Dance is offered to the Threes and Fours on Wednesdays from 1:00 p.m. to 2:00 p.m.

*Dance will be taught using strict social distancing COVID19 protocols.*

## Classical Corner Music

Classical Corner exposes students to some of the most famous pieces of classical music and timeless stories written especially for children. This class is taught by the preschool's certified, music teacher Donna Rodgers. Students will experience the musical pieces and stories through songs, playing instruments, movement, crafts, games, and educational activities. Classical Corner is offered to the Threes and Fours on Thursdays from 1:00 p.m. to 2:00 p.m.

## After Care 2

After Care 2, from 2:00 p.m. to 5:30 p.m., allows students to enjoy a snack they brought from home, and continue to play in their classrooms (Infants, Ones and Twos) or in the gym or on the playground (Twos+, Threes, and Fours). Social distancing protocols will be followed. Infants nap from 2:00 p.m. to 4:00 p.m. in their classrooms.

## Student Pick Up

	Half Day 12:00	Lunch Bunch 1:00	After Care 1 2:00	Enrichments 2:00	After Care 2 5:30
Infants, Ones, Twos	Infants Exterior Door #14 (2nd Street) Ones Exterior Door #14B (2nd Street) Twos Exterior Door #13B (playground)				
Twos+ 3 Day and 5 Day	Main Church Entrance (Mountain Ave parking lot)	Main Church Entrance (Mountain Ave parking lot)			Playground or Exterior Door #16 (gym): on Mountain Ave parking lot
Threes 3 Day	Main Preschool Entrance #12 (playground)	Main Preschool Entrance #12 (playground)	Main Church Entrance (Mountain Ave parking lot)	Main Preschool Entrance #12 (playground)	
Threes 5 Day	Exterior Door #11 (playground)	Exterior Door #11 (playground)			
Fours – 3 Day	Exterior Door #13 (playground)	Exterior Door #13 (playground)			



## Absences

If your child is going to be absent, even if only for one day, please notify the school office (540) 342-6405 ext. 1. You may leave a message. Or you can email the Director at [sally@spres.org](mailto:sally@spres.org) or send the Director a message in the HiMama app.

## Behavior

Learning self-control is just a normal part of growing up, so our policy is to help children learn to manage themselves in a group setting. Teachers will model appropriate behavior and guide and reward positive interactions among children and adults. Nurturing these social skills is a central component of our curriculum and it helps children grow as successful lifelong learners. SPP's commitment to an age-appropriate and play-based curriculum ensures that activities are child-centered and promote positive social interactions. Teachers carefully craft the environment, communicate, and enforce clear boundaries, express expectations for behavior, use verbal and non-verbal cues, and redirect a child's behavior in order to foster success.

We do not embarrass or ridicule a child when he/she misbehaves. Nor do we allow the use of corporal punishment. Most situations can be handled by redirecting the child to another, more appropriate activity. This approach is called "positive redirection."

First, a child will be guided toward appropriate behavior. Teachers will help the child learn to use words for sharing and taking turns, apologizing, and communicating wants and needs to teachers and other students. If warranted, a child may be separated from the group for a short time in the same room. We call this "quiet time, cool down period, or take a break". Before returning to the group, a teacher will help the child process the situation and their actions, and together they will plan to avoid repeating the situation.

In some cases, a child may sit in the preschool office, with the Director, for a short while in order to "take a break" from a situation in which they are struggling. Before returning to the classroom, both the teacher and child will talk about what went wrong and how better choices can be made in the future.

If a child continues to struggle in group situations or in following classroom rules, the parents, teachers, and preschool director will talk together to try to understand and solve the problem.

## Classroom Management and Discipline Policy

**Philosophy** - All children should have the opportunity to learn, develop, and grow in a safe and positive learning environment. SPRES Preschool will utilize positive discipline and guidance techniques to provide this environment. We believe parents are an important link to guiding proper behavior in school. When there is a cause for concern based on disruptive behavior, which distracts from the full benefit of the preschool program, the Preschool Director and staff



will work with the child and parents to develop positive behavior.

Examples of disruptive behaviors, including but not limited to, the following:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children

**Discipline Approach** – SPRES Preschool staff will focus on the positive behaviors of the children while reinforcing those behaviors as often as possible. Our staff will also utilize positive behavior techniques and guidelines to help them develop self-control and responsibility for their actions.

**Our discipline approach will consist of the following strategies, including but not limited to; the procedures listed below.**

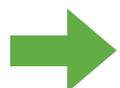
1. Establishing and communicating classroom expectations and consequences – expectations/rules will always revolve around keeping our students and staff safe (both physically and emotionally)
2. Encouraging children to use their words when having a disagreement with another child which helps children to settle their own disputes.
3. Redirecting behavior
4. Logical consequences to behavior concerns, such as a toy being taken away if it was used inappropriately
5. Separating a child from the group if necessary – approximately one minute away for each year of age
6. Explaining to the child why their behavior was inappropriate and what they could have done differently
7. Making parents aware of disciplinary concerns

Procedures for Behavior Concerns

**First Incident:** After multiple attempts by the teacher to manage the child's behavior in the classroom through preventative actions and re-direction, the teacher will inform parent of disruptive issues in class via a behavior incident report. The incident report will be placed in the child's folder to be taken home, signed and returned the following day to the teacher.

**Second Incident:** The behavior will be documented and shared with the parent and Preschool Director via a behavior incident report. The incident report will be placed in the child's folder to be taken home, signed and returned the following day to the teacher.

**Third Incident:** The child will be removed from the class and will be waiting in the Director's office for pick up for the day. A behavior incident report will be documented



and shared with the parent and Preschool Director and signed off by all parties. A parent-teacher conference will be scheduled at the earliest possible time to discuss a behavior modification plan. The Director will observe and document the child's behavior in class upon the child's return the following school.

**Fourth Incident:** The child will be removed from the class and will be waiting in the Director's office for pick-up. The Preschool Committee will be notified. The Preschool Director reserves the right to terminate enrollment after the fourth incident.

Remaining tuition for the month during which the child's enrollment is terminated will be forfeited and tuition for the following month will be reimbursed.

**\*\* SPRES Preschool reserves the right to send a child home if the first or subsequent incidents warrant removal from the classroom. In addition, while this is always the last resort, SPRES Preschool reserves the right, with preschool committee approval, to require a student remain home for a determined amount of time if the student's behavior is continuously disruptive and endangers himself and /or the well-being of other children.\*\***

We are committed to fostering a safe, nurturing, and healthy environment for our students. It is our intent to extend all our efforts and resources to assist our families in finding suitable environments for every student.

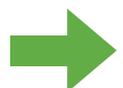
## Behavior Specific to Biting

Biting can happen in a preschool setting, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, over-stimulation, seeking attention, and so forth. In line with SPP's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control.

The first biting incident will be documented with an incident report in HiMama and a phone call home from the Lead Teacher. Upon the second biting incident, collaboration with the parent(s), teacher, and Director will be scheduled.

## Illness Policy

For the protection of your child and the others in the preschool, please keep your child at home when he/she exhibits signs of illness or fever. Parents should practice the "Golden Rule" when deciding whether to send your child to school who may be coming down with something. If your child becomes ill while at school, and in our opinion should go home, we will use the preschool office's touchless thermometer to determine whether or not the child has a fever. We will call the parents first. For this reason, it is very important that we can always reach you, or your emergency contact person, during school hours.



We have adopted recommendations from the Committee on Control of Infectious Diseases of the American Academy of Pediatrics as our guidelines for illness. Children should be kept at home if any evidence of the following is present:

- **FEVER** Any temperature over 100.4. Please wait until your child has been fever free for a full 48 hours before returning to school.
- Has/had one instances of diarrhea and/or one instance of vomiting within the past 24 hours
- Symptoms of any **VIRAL INFECTION** or **COMMON COLD** such as a runny nose with yellow / green discharge or cough.
- Has been on an antibiotic for less than 48 hours.
- **SORE THROAT**
- **CROUP**
- Any unexplained **RASH** or **SKIN INFECTION** such as impetigo, boils, or ringworm
- Any symptom of **CHILDHOOD DISEASE** (Scarlet Fever, Measles, Mumps, Chicken Pox, Whooping Cough, or Fifth Disease)
- Symptoms of an **EYE INFECTION** (pink eye, drainage)

**Please call the preschool office if your child has to miss school due to illness.**

If your child contracts a communicable disease, such as Coxsackie, Fifth Disease, or Roseola, please notify us immediately so we can inform others. Please also inform your child's teacher if your child is taking medication that may alter behavior or toilet needs.

A special note about **HEAD LICE**: We follow recommendations from the CDC and American Academy of Pediatrics for cases of head lice. Students diagnosed with live head lice may return to class after appropriate treatment has begun. Nits may persist after the initial treatment but, should be gone after the follow-up treatment. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Please inform the preschool if your child has lice so we can take appropriate actions in the classroom.

[Covid19 Updates](#)

## Immunizations

Proof of a child's immunization record, signed by a physician, is required prior to enrollment at Second Presbyterian Preschool. Please note that all children must have has or be working toward the correct immunizations for their age. No child will be exempted from the requirements of immunization based on a parent's personal objections or beliefs.



## Medications

We keep first aid supplies on hand for treatment of minor cuts, scratches, bumps, etc. No medication may be administered by the teachers or staff. The application of diaper cream and sunscreen, or the use of a child's prescribed EpiPen are the only three exceptions. Please advise your child's teacher if they are on any type of medication because it may influence behavior in the classroom.

## Allergies

If your child has food allergies, allergic reactions to insect bites, or other serious allergies, please notify both the office and your child's teacher to ensure that we have the most recent information on file. Ask your doctor for a prescription for an EpiPen if he/she thinks that is warranted and bring it to the preschool office. If a child's allergy is very severe, certain food items/allergens may be prohibited in that child's classroom or program. Second Presbyterian Preschool is **NOT** a peanut/tree nut free facility. The office will notify parents if any allergens must be excluded from your child's class.

## Accidents, Injuries and Incident Reports

If your child has a serious injury or an injury involving the head, you will be called immediately. If your child requires emergency treatment, the preschool will call 911 and a staff member will accompany the child to the hospital.

If your child has a minor injury, an incident report will be completed and sent home via HiMama. You will be contacted by phone, email, or text if necessary. Please feel free to follow up with the preschool office or your child's teacher if you have any questions or concerns about an incident. Please notify the office and your child's teacher if your child has an injury at home, that may interfere with his/her day at preschool.

## Clothing and Toilet Training

Play is considered the work of children and it can be a messy business. Please dress your child in comfortable play clothes and **CLOSED TOE SHOES** (Crocs-type and heeled shoes are not permitted) so that they can participate freely, in all activities.

We work with your child's toilet training once toilet training has begun at home. Ones and Twos, unless fully toilet trained, need to bring disposable diapers and wipes in their bags for



each day. We follow universal health precautions based on barrier techniques to prevent the spread of disease in the Ones and Twos classrooms. Therefore, we do not allow children to attend Second Presbyterian Preschool wearing a cloth diaper. Children in the Ones and Twos who are toilet training need to wear disposable diapers or pull-ups with Velcro closures, not training underwear, until they are fully toilet trained.

Threes must be fully toilet trained to attend Second Presbyterian Preschool. They should also be independent or working toward independence in using the bathroom and washing hands. Threes classrooms are not equipped for diaper or pull-up changing; therefore, we ask that Threes come to school in underwear, and they can change their clothes in case of an accident. Threes and Fours should keep at least 2–3 sets of clothes (shirt, pants, underwear, socks, and shoes) at school. These extra clothes should be kept in a labeled Ziploc bag, and stored in the classroom. We realize that “accidents” will happen. “Accidents”, by definition, are unusual incidents that happen infrequently.

## Conference Days

Planned parent/teacher conferences for all Twos, Threes, and Fours will be held after the regular school day in October and March. Of course, individual conferences may be scheduled at any time upon request. We are here to ensure each child is progressing naturally and learning in preparation for kindergarten. Should there be a concern with a child’s development or behavior which may require special intervention, the preschool will work the parents to obtain professional assistance.

## Inclement Weather Policy

In case of snow or other dangerous weather or emergency situations, we will closely follow the decisions of Roanoke City Schools. The Church and Preschool Leadership team will make the ultimate decision regarding closures.

If Roanoke City Schools open on a 1 or 2 hour delay, Second Presbyterian Preschool will open at 10:00 a.m. Early Drop Off will be canceled. All children will stay until 1:00 and bring their lunches. Students that stay for After Care 1, Enrichments or After Care 2 should be picked up at their regular times.

When weather threatens, please listen to your radio or check your television and phone for Roanoke City Schools’ closing information. If school is already in progress and Roanoke City Schools close immediately, we may also close immediately.

In the event Roanoke City Schools announces that they will close 1 or 2 hours early, we may dismiss all children at 2:00 p.m. After 2 will be canceled. Second Presbyterian Preschool builds five weather days into our school year calendar. For this reason, we will not make up the first five days missed. If more than five school days are missed due to inclement weather, we will make up the next three days missed. Any change deemed necessary will be made by the Director.



Second Presbyterian Preschool uses the HiMama app to send out text messages about changes to our school schedule. Please contact Lori Privott at PSCoord@spres.org if you need assistance downloading HiMama.

## Special Closings

The Director can close the school at her discretion in the event of the death of a student, staff member, or a staff member's immediate family. If school is closed for such a reason, the day will be made up.

## Playground

Students and their siblings may use the playground after the school is closed for the day at 5:30 p.m. Families are always welcome to use the playground in the evenings and on the weekends. Parents are responsible for monitoring their children while they are on the playground.

Children should follow the same playground rules after school as they do during the school day. For safety reasons, we do not allow children to climb on the playhouse roof or fence or slide headfirst down slides. Playground toys and equipment should be returned to the storage area and the gate should be closed when you are finished.

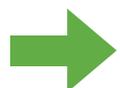
## Enrollment Process

**Eligibility:** Children are assigned to classes according to their age, determined by the Roanoke City Public School Systems cut-off date of September 30.

**Registration:** This process takes place during the first two weeks of January for currently enrolled students or their siblings. In order to secure a spot for your child, you will need to submit the following:

1. A \$75 non-refundable Registration Fee
2. Non-refundable Tuition payment for September's tuition
3. Signed Admissions Agreement
4. Documentation of immunization, physical and a copy of birth certificate
5. Enrollment is accomplished once the completed enrollment packet is returned to the office, dated and signed, along with the associated fees. Please note re-enrollment will not be considered if your family is delinquent on any payments for the current academic year.

The Preschool Committee has developed the following policy to ensure that all applications are considered in a fair and consistent manner.



1. Children who currently attend Second Presbyterian Preschool receive preferential enrollment
2. Second Presbyterian Church members and siblings of currently enrolled students are considered next
3. All remaining applicants are ordered chronologically according to registration date

## Payments

Tuition, Early Drop Off, Lunch Bunch, After Care, and Enrichment fees are paid together in one monthly payment. Monthly payments are due the first day of each month for the following month beginning on September 1 and ending April 1 for Academic Year students and August 1 for Year Round students.

Payments made after the first day of the month are considered past due and a \$15 last fee will be charged. If you prefer to pay for the entire year at once or, in larger installments, please call the preschool office to make those arrangements.

Drop In fees for Early Drop Off, Lunch Bunch, After Care, and any late fees will appear on the next month's invoice.

## Withdrawal

One month's written notice is required should a child be withdrawn from Second Presbyterian Preschool. Any child attending one day within a given month will be charged for the entire month.

We make every effort to maintain a safe and appropriate learning environment for all children in every classroom. Second Presbyterian Preschool reserves the right to ask for a child's withdrawal if, after appropriate consultation with the parents, it is determined that the school can not adequately meet the behavioral, emotional, or physical needs of a child. Tuition will be prorated and refunded if it is decided that a child should leave the program.

## Children with Special Needs

Children with special needs may apply to the Preschool program. After a consultation with the parents, teacher, and any other appropriate persons, the Director will determine whether or not the child can participate and succeed in the program based on, but not limited to:

- The adequacy of the facilities
- The abilities of the staff



- The needs of the child as related to the teacher's time
- The impact of the child's needs on the daily routine

If, in the judgment of the Director, the child is not admitted to the program, the registration fee and any prepaid tuition will be refunded. The Director will also review the cases of children whose special needs become apparent after enrollment. A decision will be made by the Director regarding the child's ability to continue in the program. Tuition will be prorated and refunded if it is decided that a child should leave the program.

## Teacher Qualifications

Our staff at Second Presbyterian Preschool is composed of experienced, caring, and creative individuals who are seeking to know, love and follow Christ. All Lead Teachers have a background in Early Childhood Education through college certification/or experience. All staff members are required to complete a minimum of three hours of Early Childhood Training each year. All staff members are Infant/Child/Adult CPR/AED/First Aid certified. All staff must pass extensive criminal background checks through the Department of Social Services and the FBI. Second Presbyterian Preschool staff members operate on a 9.5 month contract. Additional staffing is determined as needed during summer month and for our all day programs.

## Professional Affiliations of Early Childhood Organizations

Second Presbyterian Preschool has affiliation with the following Early Childhood Associations:

1. National Association for the Education of Young Children (NAEYC)
2. The Virginia Association for Early Childhood Education (VAECE)
3. Southwest Association for Early Childhood Education (SWAECE)

## State Licensing Guidelines

Second Presbyterian Preschool is a Religiously Exempt Childcare Program. The State of Virginia requires all childcare centers to meet certain codes and guidelines each year regarding safety and care for young children. Each year SPP sends a packet of materials indicating our compliance with Staffing, Fire Codes, Health Department Requirements, and other general statements of purpose to the Department of Social Services. There is a copy of this file in the Preschool Office.



## State Health Requirements

Staff members are certified annually by their physician confirming they are free from any disability that would prevent them from caring for children.

## Notice of Nondiscriminatory Policy as to Students

Second Presbyterian Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and/or loan programs, and other school-administered programs.

## Physical Facilities

Second Presbyterian Preschool is housed within the church facility located at 214 Mountain Avenue, Roanoke, Virginia 24016. Nine classrooms are used by the preschool. One playground and a gym are located on the premises.

## Food Services

Each Child must bring lunch/snack(s) from home. Refrigeration and heating of lunches/snacks is not available. Please include a cold pack with your child's lunch/snack(s). Refrigeration/warming of formula, breast milk, and milk for infants are the only exceptions to this policy.

## Enrollment Capacity

The maximum number of children our program will enroll is 100.

## Public Liability Insurance

The preschool and childcare programs are covered by public liability insurance.



# Licensure

Second Presbyterian Preschool has been granted Exemption from Licensure. This exemption is available to religious institutions when the proper inspections have been completed and documents relating to daily operations have been submitted and approved. This information is on file with the Virginia Department of Social Services, Division of Licensing Programs.





## Parent Handbook 2020-2021 Acknowledgment and Consent Form

The two main cell phone numbers on file will be the numbers to reach you in the event of an emergency. If you prefer another number, please include it below:

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I have received and read the Parent Handbook and am aware of all policies and procedures of Second Presbyterian Preschool.

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Child's Name

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Parents Signature

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Date