

# Georgetown Presbyterian Preschool

Parent & Policy Handbook 2025-2026



**Operating Hours: 7:30 a.m. – 5:30 p.m.**  
**Elizabeth Fort: 843-340-1118**  
**Preschool Office Phone: 843-546-5826 ext. 138**  
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**Website: [www.georgetownpresbyterian.org](http://www.georgetownpresbyterian.org)**

**GEORGETOWN PRESBYTERIAN  
PRESCHOOL  
2025-2026 SCHOOL YEAR**

Georgetown Presbyterian Preschool is registered by the State of South Carolina Department of Social Services.

**PURPOSE**

The purpose of Georgetown Presbyterian Preschool is to provide children with an atmosphere where they can grow spiritually, socially, emotionally, physically, creatively and intellectually.

Georgetown Presbyterian Preschool strives to make this educational transition a positive and happy experience for both child and parent. It is our responsibility to communicate and collaborate with each family to bring home and school together to foster each child's development. We believe that the first five years of a child's life are critical for later development and a lifelong love of learning.

**GOAL**

Our goal at Georgetown Presbyterian Preschool is to support the development of each child to his or her greatest potential in a Christian atmosphere. We believe this happens in a nurturing environment which fosters mutual respect and appreciates the qualities of each child. We will help your child to:

- Grow in independence by making his/her own decisions and choices.
- Grow in assuming basic personal responsibility for self.
- Give and share as well as receive.
- Develop new language skills by learning new words and how to use them.
- Develop self-control.
- Get along and work with others.
- Enhance their curiosity, thinking and reasoning.
- Be more self-confident and self-reliant.
- Know that school is a happy place.
- Develop a familiarity with stories from the Bible.

We strive to help parents by communicating:

- Realistic, age-appropriate expectations for their children
- Methods of child guidance and clarifying values
- Ways we can partner with each family for the benefit of their child.

**LOCATION**

The Georgetown Presbyterian Preschool operates in conjunction with Georgetown Presbyterian Church at 558 Black River Rd. The classrooms are located in the downstairs education wing of the church.

**CHILDREN SERVED**

The Georgetown Presbyterian Preschool is open to all children ages two (2) years through five (5) years for the Preschool Program. All children regardless of race, ethnicity or religious beliefs are welcome.

## **ABOUT OUR SCHOOL**

We offer a five-day preschool classes for two (2), three (3) and four (4) year olds. We provide two different enrollment options, Preschool Only (7:30am-12:00pm), Lunch Bunch (7:30-3pm) and All Day (7:30am- 5:30pm). When registering your child for preschool, please indicate which option works best your family.

Each classroom will have the state required child to staff ratio at all times.

Lead and assistant teachers have primary responsibility over their classrooms. During the day, we stagger staff schedules so that children have as much time as possible with their regular teacher and classroom assistant. During opening and closing times, children may be combined with a teacher in the classroom or play area. The teacher will assume responsibility of care until the children are dismissed to their normal classroom or until parents arrive for pick up.

Georgetown Presbyterian Preschool's curriculum has been created to give each child the opportunity to succeed. Your child will review and build upon prior skills before advancing to higher-level content. Teachers plan lessons to meet individual student's cognitive, physical, and emotional needs. They provide materials and activities that encourage children to explore their environment and develop social skills, problem-solving skills and new ways of thinking.

Throughout the year your child's lead teacher will be making assessments. An assessment is the process of gathering information about children's developmental strengths and progress to inform learning goals. Teachers will conduct conferences with each set of parents in the fall and spring months to go over these assessments. Teacher comments are based on objective observations, not opinions. When it is time for your conference, a signup sheet will be sent home or an assigned time for you to meet with your child's teacher. The director may or may not sit in on parent-teacher conferences.

Every staff member strives to routinely assess the developmental needs of each child. If these observations reveal possible developmental issues, they are brought to the parents' attention, along with suggestions for parents to reach out to pediatricians or other support professionals for further assistance. Teachers and parents will construct a plan to work with the child and parents to help the child be as successful as possible.

We strive to keep parents informed of upcoming events, activities and important dates. The overall holiday calendar will be provided in your registration packet (some dates are subject to change). We use different methods to provide parents information occurring at school. A monthly calendar and newsletter will be sent home via the Brightwheel app. We also will inform you the private parent Facebook page.

# Policies

## CONFIDENTIALITY OF RECORDS

It is our policy at Georgetown Presbyterian Preschool to secure all records (students and staff). Records are kept locked in the Director's office for safe keeping. All records are kept confidential and not shared with others.

## ADMISSIONS AND DISMISSALS

The Preschool Center must keep a file on each child attending the school. The following items must be in each child's folder at the beginning of the school year:

- A copy of the child's birth certificate
- It is required by law that each child must have a current immunization record (on the DHEC Form 2740) on file at the Preschool.
- Additional Registration Information Forms
- Authorization of Emergency Medical Attention
- Copy of Social Security
- Copy of Insurance Cards
- Completed DSS Form 2900
- Signed Handbook Signature Page

***\*\*We reserve the right to deny or revoke student enrollment at any time deemed necessary by the Director and/or the Preschool Board\*\****

## IMMUNIZATIONS POLICY

**All children** are required to have a State Immunization Form on file with the school. Your child's immunizations must be recorded on an appropriate DHEC form (DHEC form 2740), which may be obtained from your family physician or DHEC office. This information is forwarded to the state on an annual basis and is required by law. Children cannot attend without a current immunization record on file. We will follow DHEC requirements should immunization include the COVID-19 vaccine.

## TUITION POLICY

In your registration packet you will find monthly breakdown of tuition for each month your child is in attendance. Full payment is due each month regardless of the number of days expected to be in attendance. No adjustments will be made in the tuition for illness, vacation or moving.

Tuition checks should be made payable to Georgetown Presbyterian Preschool or GPP. Returned checks will result in a \$25 fee added to your account. We no longer accept cash. You may also make your tuition payments online with a 3% surcharge added to it.

*Tuition is due by the 15<sup>th</sup> each month; see tuition payment calendar.*

## POTTY TRAINING POLICY

**ALL** children entering the 3-year-old class **MUST be POTTY TRAINED** in urinating AND pooping by the time the new school year begins in August 2025.

## ARRIVAL AND DEPARTURE POLICY

Please review your child's teacher letter for drop off and pick up procedures. Teachers will be available to greet your child and speak with parents from 7:30am until class begins promptly at 9:00am. Instructional hours for preschool classes are from 9:00 a.m. to 12:00 p.m. **Any child**

**arriving after 9:00 a.m. will be tardy and will accrue a \$15.00 tardy charge that will be added to the monthly invoice.** We understand that car trouble or unexpected sickness etc. will happen, but parents **MUST make every effort to call or text by 8:50 a.m.** should something of that nature occur; otherwise, calling the preschool the morning of at 9:06 a.m. or later will result in a tardy fee.

If you know that you are going to be late due to a prior appointment like a doctor's visit etc., please call, text or let the Director or your child's teacher know the day before and a tardy charge will not apply. We also ask for a doctor's excuse from your physician upon returning to preschool if sent home the day before due to illness.

When picking up your child for Preschool Only (12:00pm pick up), Lunch Bunch (3:00pm) and All day pick up (until 5:30pm), we ask that you notify the Director or your child's teacher as soon as possible if you are running late. If not, a late fee will be charged beginning at 12:05pm, 3:05pm, and 5:35pm. The late fee is \$15.00. A Smart Phone will be the standard time in such cases.

Preschool children may not come to preschool if arriving after 10:30 a.m. Only those children present in the morning may stay for the aftercare in the afternoons.

If you have a doctor's appointment that results in your child coming to school after 10:30 am, please notify your teacher 24 hours in advance to properly prepare for the day.

#### **RELEASE OF CHILDREN POLICY**

Prior authorization must be given to your child's teacher each time someone other than the parents or legal guardians pick up the child. We do not keep a list of names of people who may pick up children. Teachers will release children only to those who are authorized to pick them up. If a teacher does not recognize the person picking up the child, we will ask that person for identification. A child will not be released to anyone without prior parent authorization.

#### **TRACKING POLICY**

Each teacher who is responsible for a group of children must maintain an accurate written account of their movements throughout the facility, while transitioning from class to class, or on a field trip. The written account includes the child's name, the times the child enters and exits the facility that also includes a temperature check at arrival, noon and 3 o'clock, a vehicle, or another area of the center.

#### **DISCIPLINE POLICY**

The purpose of discipline is to teach a child to be self-controlled and considerate of others. The staff uses only positive approaches. These include but are not limited to redirection, modeling and verbal praise for appropriate behavior.

We teach children to respect themselves, each other, and adults. It is necessary at times to remove a child from a situation. When necessary, taking "a break" and/or a "time-out" is used as well as the "1-2-3" method. This gives your child a chance to calm down and think about what is happening or happened. The teacher will talk with your child and discuss good choices vs. bad choices before returning to normal activities. Parents will be notified of reoccurring problems or issues. In extreme cases, parents will be notified immediately to pick their child up. Corporal punishment will never be used.

When necessary, your teacher will work with your family to create a plan if inappropriate behavior is a constant reoccurrence so that we can find a resolution. In rare circumstances, and only after all other possible interventions have been exhausted, dismissal is necessary. We reserve the

right to suspend or dismiss a child for harmful or inappropriate behavior at our discretion if we do not have adequate expertise or resources for the child's educational, medical or other needs; violations of our policies; or for any reason we determine it be in the best interest of the safety of students and the school. The Preschool Board will be consulted on the matter and will have the final decision on the dismissal of the child from the program.

If your child is not yet ready for the group experience, if his/her needs are not best met in the group setting, or if we are not meeting parent expectations, the director reserves the right to remove the child after a confidential conference with you. We do not believe the child should remain in preschool if he/she cannot benefit from the program.

### **BITING POLICY**

Biting is a very common behavior among children birth to three years of age. At GPC Preschool, we believe that by understanding the developmental stages of the children in our care and their individual needs, we can prevent many biting behaviors.

If a child bites during school hours, the biter will be calmly removed from the area, using words such as "No Bite" and "Biting Hurts". A teacher will talk to the child to understand why they chose to bite a friend. Another teacher will immediately attend to the child who was bitten to comfort and assess the child, applying first aid as needed. Parents (of both children) will be contacted about the incident.

If a child bites during school hours and blood is drawn, for the safety of all students enrolled, a parent or guardian will be asked to pick up the child who bit for the remainder of the day.

If the biting continues, the teacher and director will ask to meet with parent(s) to discuss any developmental needs, create an action plan, and ensure that everyone is on the same page with a consistent response to the behavior.

### **DEVELOPMENTAL EVALUATION POLICY**

In the event a GPC Preschool staff member or a parent feels any child has a special need or is exhibiting behavior outside normal development, the child will be recommended for a developmental evaluation. The parents and the preschool director will create an action plan to meet the needs of the child. The action plan will include steps the parent will take to obtain appropriate services for the child and dates for expected completion of those steps. If the parent chooses not to pursue recommendations in the agreed upon action plan, GPC preschool maintains the right to withdraw the child from the program.

Parents may choose to speak with their pediatrician and obtain a referral for a private evaluation (at their own expense) or work with the local school district. Parents should provide documentation of the evaluation to the preschool and follow up with recommendations as needed.

If a parent(s) are uncooperative with the recommendations of a formal evaluation, GPC preschool maintains the right to withdraw the child from the program. Any decision regarding the withdrawal of a child from the GPC program would take into consideration the best interest of the child exhibiting the behavior, the integrity of the school, and the other children enrolled.

In the event a parent is unwilling to agree to an action plan, GPC preschool maintains the right to withdraw the child from the program.

## **MEDICAL EMERGENCY POLICY**

Should there be a medical emergency which requires a call to 911; parents will be called immediately, and the child will be driven by ambulance to the Georgetown Memorial Hospital. The Director or designated lead teacher will ride with the child and meet the child's family at the hospital. The teachers will remain with their classes and continue with their daily routines.

## **INCLEMENT WEATHER POLICY**

The Preschool will be closed in the event of a tropical storm warning or a hurricane warning and hurricane. Parents need to reference the parent Facebook page or call the Director for announcements. You can also look on the GroupMe app from your child's teacher for additional information.

The Preschool will follow the guidance of the Georgetown County School District for the cancellation of preschool. Should special circumstances arise; exceptions will be made by the director in conjunction with the moderator of the Preschool board.

In the event of a delay by the GCSO schools, please follow these instructions:

- Delay of public school due to extreme weather temperatures (because the weather is too extreme for children to wait outside for the school bus) – Preschool will operate normal hours 7:30am to 5:30pm
- Delay of public school by 1 hour – Preschool will begin at 9:00am
- Delay of public school by 2 hours – Preschool will begin at 10:00am
- Delay of public school by 3 hours - Preschool will be canceled.

Should weather to worsen, and turn into severe weather while children are at Preschool you will be called to come and pick up your children assuming it is safe to do so.

## **EMERGENCY EVACUATION INFORMATION**

We have designed an emergency evacuation plan to follow if county or state officials should order that children be immediately evacuated during an emergency. During an immediate evacuation, there would not be enough time for you to pick up your child (children) at our facility.

Some examples of emergencies that might require immediate evacuation are:

- Fire, Tornado etc.
- A vehicle accident with a hazardous chemical spill
- Other applicable emergencies endangering the facility

If we should have to evacuate our facility, we will walk the children to the back of the church campus toward the hospital or to the church youth building to the right of the church, which is church owned. We will notify you by phone as soon as possible as to the location to which we have evacuated. Please be assured that we will notify you of the situation as soon as possible and that all children will be cared for until you arrive to pick them up.

## **FIELD TRIP POLICY**

The following guidelines will be used when taking field trips:

1. A one - two week notice will be given to parents.
2. A permission slip will be sent home and must be returned signed.
3. The four year old class will be the only class to leave campus in vehicles.
4. The three and two year old classes may take "walking" trips only (example: nature walk, Willowbank Park, etc.).

## **HEALTH POLICY**

Your cooperation is needed to help maintain the high health standards in our program and to help protect all our children from unnecessary illness. **Children may not attend school if any of the following symptoms are present unless cleared by a doctor's note indicating it is safe for a child to return before the end of the 24 hour period:**

- Fever of 100.4 degrees or more. ***Children must be free of fever for at least 24 hours unassisted by fever-reducing medication.***
- Vomiting
- Diarrhea
- Heavy nasal discharge requiring frequent wiping every 3-5 minutes
- Persistent, non-productive or "barking" cough
- Sore throat
- Fussy, cranky behavior unlike the child's normal demeanor
- Skin rash, including diaper rash
- Head lice
- Symptoms of a communicable disease such as pink eye, measles, chicken pox, mumps, or strep throat

If your child DOES NOT attend morning preschool due to illness, he/she may NOT attend aftercare programs.

We reserve the right to refuse admittance to any student who shows a sign of illness. Children who become ill at school will be made comfortable and parents will be notified to pick them up within one hour.

### **Exclusion Criteria:**

Condition:	If your child has been diagnosed with this disease, our program will:	When to allow child to return:
Chicken Pox	<ul style="list-style-type: none"><li>• Temporarily exclude the sick child from childcare</li><li>• Notify all parents regarding possible outbreak</li><li>• Contact the Child Care Health Consultant if needed to find out the other preventative measures to take</li><li>• Carefully follow hand washing and cleaning procedures</li></ul>	Approximately 6 – 7 days after the rash begins or when ALL blisters have scabbed over
Diarrheal Disease	<ul style="list-style-type: none"><li>• A first excessively loose stool will constitute a call to the parent. New diet may be the cause.</li><li>• After the 2nd loose stool, the child will be sent home until diarrhea subsides and normal stools are produced at home.</li><li>• Carefully follow hand washing and cleaning procedures.</li></ul>	When child is diarrhea-free for 48 hours



	<ul style="list-style-type: none"> <li>When a child returns after a bout of diarrhea, it is a provisional return; if the child experiences another bout of diarrhea, he or she must be picked up immediately.</li> </ul>	
Hand-Foot-and-Mouth Disease	<ul style="list-style-type: none"> <li>Exclude if child has open, draining lesion on hand or has lesion in the mouth and is drooling.</li> <li>Carefully follow hand washing and cleaning procedures</li> </ul>	When lesions heal or drooling ceases
Head Lice	<ul style="list-style-type: none"> <li>Temporarily exclude from child care</li> </ul>	24 hours after treatment and no signs of nits or lice
Ringworm	<ul style="list-style-type: none"> <li>Temporarily exclude the child if lesions cannot be covered</li> <li>Carefully follow hand washing cleaning procedures</li> <li>If medication needs to be applied during the day for ringworm, the parent must come to the Preschool to apply medication. Teachers will not administer medication for ringworm.</li> </ul>	Lesion must be covered at all times after treatment begins and the lesion starts to shrink
Strep Throat	<ul style="list-style-type: none"> <li>Temporarily exclude the child that is complaining of a sore throat</li> <li>Carefully follow hand washing cleaning procedures</li> </ul>	Fever free and 24 hours after antibiotics are begun
Pink Eye	<ul style="list-style-type: none"> <li>Temporarily exclude the child with</li> <li>Carefully follow hand washing cleaning procedures</li> </ul>	24 hours after first dose of medication and symptoms are mild
Fifth disease	<ul style="list-style-type: none"> <li>Temporarily exclude the child from childcare if the child is unable to participate in center activities or has a fever</li> <li>Program will notify all parents</li> <li>Carefully follow hand washing and cleaning procedures</li> </ul>	After red rash disappears
Fever	<ul style="list-style-type: none"> <li>Temporarily exclude child from childcare if child has a fever above 100.4 degrees by ear</li> </ul>	After child has been fever free for 24 hours without medication unless cleared by a doctor's not indicating it is safe for them to return to school
Ear Infection	<ul style="list-style-type: none"> <li>Temporarily exclude child from childcare if child has a fever above 100.4 degrees by ear</li> </ul>	Child can return after a treatment and a confirmed doctor diagnosis.
Sinus infection	<ul style="list-style-type: none"> <li>Temporarily exclude child from childcare if child has a fever above 100.4 degrees by ear</li> </ul>	Child can return to school with confirmed doctor diagnosis and cleared to return to school.

Viral Infection	<ul style="list-style-type: none"> <li>Temporarily exclude child from childcare if child has a fever above 100.4 degrees by ear</li> </ul>	Child can return to school with a confirmed doctor diagnosis and cleared to return to school
COVID-19	<ul style="list-style-type: none"> <li>Temporarily exclude child from childcare if child has fever above 100.4 degrees by ear</li> <li>Notify Director immediately</li> <li>Notify classroom(s) concerning quarantine and exposure</li> </ul>	TBA at the discretion of the CDC and DHEC regulations
Vomiting	<ul style="list-style-type: none"> <li>Temporarily exclude the child from childcare if the child is unable to participate in center activities or has a fever of 100.4 degrees or higher</li> <li>Carefully follow hand washing and cleaning procedures</li> </ul>	Child can return 48 hours after vomiting has stopped and fever free for 24 hours  *exception for known medical condition
Pertussis (Whooping cough)	<ul style="list-style-type: none"> <li>Temporarily exclude the child from childcare if the child is unable to participate in center activities or has a fever of 100.4 degrees or higher</li> <li>Carefully follow hand washing and cleaning procedures</li> </ul>	Three weeks after intense coughing begins or five days after antibiotic treatment has begun
Bacterial Meningitis	<ul style="list-style-type: none"> <li>Temporarily exclude the child from childcare if the child is unable to participate in center activities or has a fever of 100.4 degrees or higher</li> <li>Carefully follow hand washing and cleaning procedures</li> </ul>	After fever free for 48 hours and completion of a closely supervised program of antibiotics
Head Lice	<ul style="list-style-type: none"> <li>Immediate exclude child from others</li> <li>Immediate pick up for treatment</li> </ul>	After treatment and removal of nits, child can return after nit free for 24 hours.

***\*Child can return after 24 hours, this means that your child will be out of the program for one full day after being sent home unless cleared by a doctor's note indicating it is safe for a child to return before the end of the 24 hour period.***

Georgetown Presbyterian Preschool cannot administer prescription drugs for our children, including, but not limited to, numbing ear drops, cough syrup, Children's Tylenol, Children's Motrin or other "comfort medicines"

# **General Information**

## **REGISTRATION**

Every family must register every year. It has been our practice that “moving up to the next class” is on a first come, first serve basis regardless of being currently enrolled, church member, waiting list family etc. Registration fees apply every year for each child. Again, it is never assumed that children automatically roll over to the class without re-registering.

Registration begins February 18, 2025 – February 28, 2025 for currently enrolled students, employees, and church members; after which families on the waiting list will be contacted starting on March 3, 2025, to let them know an open spot is available. We will continue to go down the waiting list until all spots have been filled.

Registration Fees for Summer 2025: \$150 (non-refundable)

Registration Fees for Fall 2025: \$150 (non-refundable)

The 10% discount for 2<sup>nd</sup> and 3<sup>rd</sup> children DOES NOT APPLY to registration fees.

## **WITHDRAWAL OF A CHILD**

If you are withdrawing your child from preschool, a two week written notice is required. Otherwise, parents will be responsible for the next month's full tuition. If you withdraw your child after attending a portion of the month, tuition for the remainder of the month is not refundable.

## **YEAR END STATEMENTS**

Year-end statements are provided as a courtesy during the month of January.

## **DRESS**

Think of your child's comfort - and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities - and provide clothing that is washable. Think of our playground - and provide clothing that is sturdy. Think of the unpredictable weather and dress your child accordingly - provide sweaters and jackets even at the first sign of fall or winter days. It is much easier to remove an unneeded item than to put on something you don't have. Finally, think of our collection of unlabeled, unclaimed clothing - put labels on all outer garments including hats and umbrellas. Cowboy boots and dress shoes often have slippery soles and are not appropriate for preschool.

\*\*While smocked dresses and jon-jons etc. are precious and wonderful for your children to wear, we ask that they come to school in play clothes unless it is a special occasion such as first day of school, school pictures, special programs etc.\*\*

All shoes must have a back to be safe. Please no clogs, flip-flops or shoes without backs. Children cannot keep backless shoes on and this is a regulation with DSS in which we must comply.

Each child needs to bring a complete change of clothes (including shoes and socks) appropriate for the season in a Ziploc bag to be left in their cubby in case of any type of accident.

## **TOYS**

Please do not allow your child to bring his/her toys from home unless it is specified by your child's teacher. Please do not allow your child to bring jewelry, candy, gum or money.

### **SNACK TIME & FOOD**

Morning snacks are provided by parents. Snacks should be healthy, wholesome and easy to prepare and serve. An assignment sheet will be given out at the beginning of the year for your particular snack week(s). Cups and napkins are furnished by the school. A separate sign-up sheet is posted for special events and holiday parties.

Please **DO NOT SEND** special snacks for your child (unless it is your turn to provide snacks). If your child does not care for the snacks provided, your child will not have a snack for that morning and / or afternoon. It is unfair to the other children and causes many problems when children are eating snacks brought from home. If there is a medical reason or concern to do otherwise, please talk with the director and the child's teacher and accommodations will be made. Please send a *well-balanced* lunch for your child. A drink should be included (no soft drinks or sweet tea please) as well as utensils if needed. There is a microwave in each room for foods that need to be warmed up. We would also ask that parents inquire about food allergies or other medical needs when providing snacks. If your child stays for the afternoon for all day, a snack will be provided by the school.

### **NAP & QUIET TIME**

The two, three year and four-year-old classes nap after lunch every day from 12:30pm – 2:00 pm. The expectation for the 2k and 3k classes is that the children will nap from 12:30pm-2:00pm. The 4k class will be given the opportunity to sleep or rest quietly during this time period on the child's mat. Cots/mats are provided. Please bring a blanket and small pillow for nap time.

### **BIRTHDAYS**

Birthdays are an exciting time in the lives of your children. Should you wish to send a birthday treat for your child's class, it is necessary that you let his/her teacher know ahead of time so teachers can be prepared. Birthday treats are limited to ONE item, i.e.: cupcakes or ice cream or a cookie cake etc. NOT both cake and ice cream etc. Our children receive enough sugar throughout the day and we want to celebrate a child's birthday with the simplicity of ONE special birthday treat. Fictional characters, party favors and gifts for birthdays are to be for parties celebrated at home or another venue but NOT at school.

Please do not send birthday party invitations to school unless ALL children in your child's class are invited. If there is an all-girls "princess" party or an all-boys "trucks" party, those invitations need to be sent by mail. Your child cannot decipher nor understand why they may or may not have gotten an invitation to a birthday party and feelings get hurt. If your child's birthday happens to fall on a school "party" day, it may be recognized at school the day before or the day after the school party. The two may not coincide on the same school day.

### **EMERGENCY PROCEDURES**

Emergency procedures and Evacuation Routes/Instructions are posted in the classrooms. All emergency procedures are distributed and reviewed with each teacher and teacher's assistant.

### **FIRE SAFETY**

Fire drills are held frequently during regular preschool hours. It is our responsibility to teach fire safety rules to our students, and our hope is that all families will devise a Fire Safety Plan for their homes. Our facility is inspected annually by the State Fire Marshall and DSS Fire Marshall in order to retain our state registration and to insure that all fire regulations are being observed.

### **FIRST AID & CPR**

All CDC staff members of Georgetown Presbyterian are certified by the American Red Cross and the American Heart Association for First Aid, CPR and AED usage for children and adults. We

take great pride in the fact that **ALL** our staff can handle and assist in the event of an emergency with our children.

### **SECURITY**

For the safety and security of the children, all of the outside doors leading into the Preschool are locked. Security cameras are placed in the hallways and outside the building for additional security to see who is going and coming from the building at all times. Each family will be given two key fobs at Meet & Greet. These fobs allow access into the preschool hallway. Unless you have one, you will not be able to get on the preschool hallway. All other visitors/guest will use our "ring" system to enter the hallway.

**\*\* Please know that we have the safety and security  
of your children in the highest priority. \*\***

### **Additional Activities**

#### **CHAPEL**

Wednesday is the day designated for children's chapel time. All the classes will meet in the sanctuary for a simple worship service. Bible stories, songs, scripture verses and prayers will be taught. Recognition of birthdays and any other special event(s) happening in the children's lives may also be included.

#### **MUSIC**

Music will be provided once a week for each class. Religious as well as seasonal songs will be introduced along with different types of rhythms and small instruments. Music will be done in each of the classrooms and chapel days.

#### **MOVEMENT**

Every Friday we will have a special moment class. They will be learning how to stretch their bodies, play fun games, and some cool dance moves!

## **HOW PARENTS CAN HELP**

When talking to you child about Preschool, talk to him/her in positive and encouraging tones. At Georgetown Presbyterian, we are proud to provide a fun, happy, safe and educational environment.

If your child cries when you bring him or her to class, it is usually best for you to leave your child with the teachers as soon as possible. Children usually stop crying before the parent reaches the car. In most cases, the longer the parent stays the more difficult it is for the child to separate. Should your child's crying persist, we will let you know. Feel free to check on your child throughout the day by calling or texting the director. The director will be happy to give you an "up to the minute" report.

Please make every effort to have your child in the classroom on time so that the teachers can get the class settled and begin the day's activities.

Please be sure that you child gets enough sleep the night before and eats a nutritious breakfast before coming to school.

Communicate regularly with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we are aware of developments that change in your child's routine or significantly affect his or her life.

Read carefully all notices and letters that are sent home. Refer to your Parent Handbook and calendars often.

If you have questions or concerns, please discuss them with the teacher or director as soon as they arise. We welcome your suggestions for improvement and growth. The Preschool should be a wonderful part of the God given process we call "growing up". When families and school work together for good, we set an example for the children we love. Our door is always open and you are very welcome. Thank you for trusting us to provide your child with a loving, caring, learning experience. We look forward to the time we will spend with your child during this special time in his or her life.

### **IMPORTANT PHONE NUMBERS**

**Elizabeth Fort, Director's cell – 843-340-1118**  
**Preschool Office – 843-546-5826 ext. 138**

**Email: [preschool@gtpres.org](mailto:preschool@gtpres.org)**  
**[www.georgetownpresbyterian.org](http://www.georgetownpresbyterian.org)**

# **GEORGETOWN PRESBYTERIAN PRESCHOOL BOARD**

The purpose of the Preschool Board is to assist the Child Development Center in its ministry by setting policies and developing the program. Members must make a two year commitment to serve on this Board. They are required to attend monthly meetings and must be available to help with special events.

Some of the duties are:

1. Help create, implement and uphold the Operating Budget for the Preschool.
2. Help create, implement and uphold the policies and operations of the Preschool.
3. Organize Teacher Appreciation.
4. Assist and Support teachers and the Director as needed.

If you are interested in serving on this Board ministry or assisting this ministry, please let the director know. We welcome and value parent participation, and it is not our intention to overlook any parent who wishes to be involved in our program.

## **BOARD MEMBERS**

**Nancy Patton  
Elizabeth Ford  
Dean Mann  
David Martin  
Maggie Wall  
Lindsay Anne Thompson**

**Elizabeth Fort, Director (ex-officio member)  
Rhett Talbot, Admin Pastor (ex-officio  
member)**