



TAYLORS FIRST

PRE-ACADEMY

PARENT HANDBOOK 2022-2023

Taylors First Pre-Academy
200 West Main Street
Taylors, SC 29687
www.taylorsfirstpreacademy.com

But Jesus called the
children to him and said,
“Let the little children come
to me, and do not hinder
them, for the kingdom of
God belongs to such as
these.” Luke 18:16



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Spiffy the Sparrow

The sparrow is an ideal mascot for Taylors First Pre-Academy because sparrows and children share common traits. First, sparrows are very small, making their physical size an obvious commonality between the bird and a child. Also, they are very social. Likewise, children seem to have no social boundaries...they love other people!



The meaning of the sparrow, however, goes much deeper. The Bible references sparrows multiple times and Jesus often compares His caring for the sparrow to His caring for His people.

In biblical times, sparrows were very cheap, therefore, the bird was devalued and considered insignificant. Children were often viewed the same way. The disciples turned children away from Jesus because they considered them unimportant and unworthy to share His time. But Jesus said, "Let the little children come to me." He even refers to our saving faith as having the faith of a child. Jesus made it very clear that He cares and values children just as much as adults. The same is true for the sparrow - a bird considered to be invaluable and of no importance. What others may see as insignificant, Jesus sees as precious. He values His creation and He cares for them.

We at Taylors First Pre-Academy care for the children, too. It is our desire to love and teach your child with hearts that reflect that same love that Jesus demonstrates. It's why we do what we do!



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Kathy Jo Kee
K4 Teacher



Libby Vaughan
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Ashley Warrior
K4 Teacher



Shannon Sharp
K4 Teacher



Dana Plybon
K4 Teacher



Jessica Callis
K3 Teacher



Clair Horner
K3 Teacher



Denise Wiggins
K3 Teacher



Emily Bridwell
Music Teacher / Aide



Alexis Carrilho
PDO Teacher



Anna Duncan
PDO Teacher



Gloria Jackson
PDO Teacher



Marinell Keasler
PDO Teacher



Tuesday Pruitt
PDO Teacher



Lyn Ratgen
PDO Teacher



Brittany Oue
PDO Teacher



Brittany Robinson
PDO Teacher



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PDO Teacher



Nancy Slice
PDO Teacher



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PDO Teacher



Janene Keefe
Late Stay Teacher



Gail Rockwell
Late Stay Teacher



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Kindergarten Policies

Procedures*

- For the safety and health of our students, parents and guests will have limited access to our building.
- Children with fever of 100.4 or higher will have to go home and may return after they've been fever-free for 48 hours without medication.
- Children will immediately wash hands upon arrival.
- We will follow DHEC guidelines for the management of suspect and confirmed Covid-19 cases. If your child's class must be closed for any amount of time due to Covid-19, refunds will not be given.

*Subject to change.

Fees

CLASS	REGISTRATION	MONTHLY TUITION
K3/2 Day	\$160	\$160
K3/3 Day	\$220	\$220
K4/3 Day	\$220	\$220
K4/5 Day	\$290	\$290
K5	\$365	\$365

First payment is due September 1 and last payment is due May 1.

Please make checks payable to Taylors First Pre-Academy.

Tuition is due on the first of each month. A reminder envelope will be sent home the last week of each month for the next month's tuition. Use this envelope and avoid turning in loose cash or checks.
Late Fees:

\$15 will be charged the afternoon of the 5th
\$25 additional will be charged after the 15th
If tuition is delinquent for a period of one month, your child will not be allowed to return to the classroom. Parents enrolling their child (during the school year) before the fifteenth of the month will pay for the full month. Parents enrolling their child after the fifteenth will pay one-half of the monthly fee. Fees will not be refunded for temporary absences or illness.

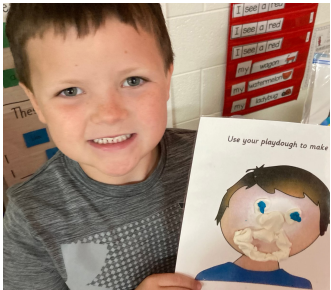
Withdrawal

Taylors First Pre-Academy reserves the right to withdraw a child from enrollment for the following reasons: the school's inability to meet the child's needs; a child's excessive behavior problems; failure of parents to pay tuition; failure of parents to abide by policies and procedures, including the health policy. Parents may withdraw children with one month's notice. Tuition for that month will still be due. No tuition refunds will be given.



School Information

- School term: 35 weeks
- School hours: 8:30-11:30 am (half-day) & 8:30 am-1:45 pm (full-day)
- Arrival: Children may arrive as early at 8:30 am. We will open doors at curbside until 8:45 am. All children should be dropped off at the covered entrance. After 8:45 am, please walk your child up to the door to ring the bell.
- Dismissal:
 - The children will be dismissed at the covered entrance. All parents will be given a number to be clearly displayed in the front window of your vehicle at carpool time. Please use a hanger with clips and hang it from your rear-view mirror. We will load 3 children at a time at the orange cones.
 - Half-Day Programs — Children will be ready for dismissal at 11:30 am. Parents are expected to be in the carpool line when dismissal begins. Teachers will remain in the dismissal area until the carpool line ends. If there are children still waiting to be picked up when the car line ends, they will be taken to the director’s office. At this point a late fee begins to accrue in the amount of \$1 for each minute late.
 - K5 / Full-Day Program - Children will be dismissed at 1:45 pm. There will be a fee of \$1 per minute after 1:55 pm.
 - Late stay is optional and available daily until 2:00 pm beginning September 6. On Monday and Wednesday, use the carline for pick-up. On Tuesday, Thursday, and Friday, please park and walk up to the door. At 2:05, a late fee of \$1 per minute begins. You may sign up for late stay at registration. Late stay lunches are not heated. Please send a cold lunch. No red or grape juices please.



Parking

For the safety of the children, parking is not permitted in the fire zone outside the preschool entrance. If you must enter the building, park in the parking lot in a designated space. Parents may use the fire zone during designated carpool times, but cars must be attended at all times. Please have children stay on the sidewalk and use extreme caution in the parking lot.

Early Dismissals

If you need to pick your child up before regular dismissal time, we ask that you do so before 11:25 am for half-day programs, and before 1:40 pm for full-day programs. Park in the parking lot, walk to the door and ring the bell. We will bring your child to you. Please send a note to your child’s teacher on the morning you plan to pick up your child early.

Inclement Weather

Greenville County Schools		Kindergarten at Taylors First Pre-Academy	
Closed		Closed	
Any delay		Closed	

If Greenville County Schools close during the school day, please come to pick up your child immediately. Pre-Academy is closed when the schools close.

Dress Code

- All clothing should be neat and comfortable. It should lend itself to the active lifestyle of a child in the classroom and on the playground.
- Clothing should allow your child to take care of his/her own toileting needs.
- If your child wears a hat to school, please remind him to remove it when indoors.
- Please wear appropriate shoes for playground. Sandals and Crocs must have a back strap. No flip flops.

Health Requirements

- All children entering Taylors First Pre-Academy must have a "Certificate of Immunization DHEC Form 2740A signed by a doctor. We must have a current copy of the immunization on file before a child may attend.
- If your child should develop a contagious illness, please contact the school or your child's teacher. We ask, in consideration of the general health and well-being of your child's classmates, that you keep a child at home when he is sick. (Please see our illness policy.)
- All parents must return a signed illness policy.

Outdoor Play

Weather permitting, we give children an outdoor recess time each day. If it is 32 degrees or above (including wind chill factor) children will go outside. If the playground is too wet, the children will go to the gym or have a free playtime in their classroom. Please dress your child appropriately for the weather.

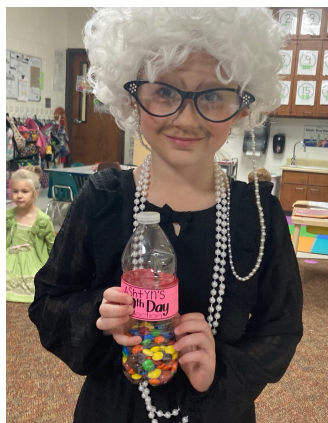
Birthdays

- Refreshments may be supplied by the parent of the birthday child. We ask that you send in a simple snack such as cookies or donut holes. Please avoid excessively colored treats or heavy icing. The treat will be served during snack time. Because we have limited time each day, we cannot celebrate birthdays with actual parties.
- Please make arrangements with the teacher well in advance so she can make sure no other special snack is offered that day.
- We ask that you not send party invitations or gifts to school to be sent home.

Special Events and Field Trips*

- Parties will be planned throughout the school year. Parents will have the opportunity to sign up for a limited number of parties. Space in our rooms does not allow for every parent to attend every party. Room moms will help coordinate the parties.
- Always check with the teacher before sending in special treats.
- Only K5 will go off-campus for field trips.

* Subject to change





Parent Meetings

- Teachers will schedule “Meet the Teacher” with each family before school begins.
- You will receive a packet from your teacher with “Back to School” information.

Class Placement

- Parents are discouraged from requesting a specific teacher for a child. We hope parents will trust our judgment as we make class assignments.
- We cannot move a child from one teacher to another at a parent’s request. If you feel there is a problem, this concern needs to be discussed with the teacher first. The director is available to hear the issues after the teacher has been informed.

Making the Year a Success

1. Please label all clothing and articles brought to school.
2. Let the teacher know where you can be reached at all times.
3. Teach your child how to put on a coat/jacket.
4. Read to your child every day.
5. Dress your child according to the weather.
6. Let your child help out at home.
7. Please have your child keep toys at home.

KINDERGARTEN 2022-2023 SCHEDULE

AUGUST

- 16 - 18 Meet the Teacher (by appointment)
- 25 First Day of School, K3/3 day, K4, K5
- 29 First Day of School, K3/2 day

SEPTEMBER

- 5 No School - Labor Day
- 6 First Day of Late Stay

OCTOBER

- 17 No School - Teacher Workday
- 24 Harvest Party, K3/2 day
- 28 Harvest Party, K3/3 day, K4, K5

NOVEMBER

- 7-8 No School - Teacher Workday / Election Day
- 18 Thanksgiving Celebration, K4
- 22 K5 Thanksgiving Play
- 23 - 25 No School - Thanksgiving

DECEMBER

- 8 Christmas Carols, K4
- 9 No Late Stay for Remainder of December
- 13 Christmas Party, K3/2 day
- 15 Christmas Party, K3/3 day, K4, K5
- 16 Christmas Break Begins

JANUARY

- 3 School Resumes
- 17 Registration Begins for 2023-2024 School Year
- 13 & 16 No School - Teacher Workday and MLK Day

FEBRUARY

- 10 Valentine's Day Party, K3/3 day, K4/3 day
- 14 Valentine's Day Party, K3/2 day, K4/5 day, K5
- 20 President's Day

MARCH

- 17 No School - Teacher Workday
- 20 - 24 Spring Break

APRIL

- 7 & 10 No School - Good Friday and Greenville County School Holiday

MAY

- 5 Mother's Day Tea, K4
- 12 Last Day of Late Stay
- 16 Last Day of School, K3/2 Day
- 18 K5 Graduation
- 19 Last Day of School

In case of inclement weather, Greenville County Schools will have virtual school. The Pre-Academy will be closed, with no make-up days.

Parent's Day Out Policies

Days: Tuesdays, Thursdays, and/or Fridays

Hours: 9 am-2:00 pm

Ages: 8 weeks –3 years old

Reservations are made at registration on a permanent list for every Tuesday, Thursday, and/or Friday. Extra days may be available due to cancellations for \$25. Make-up days are not available.



Procedures*

- For the safety and health of our students, parents and guests will have limited access to our building.
- Children with fever of 100.4 or higher will have to go home and may return after they've been fever-free for 48 hours without medication.
- Children will immediately wash hands upon arrival.
- We will follow DHEC guidelines for the management of suspect and confirmed Covid-19 cases. If your child's class must be closed for any amount of time due to Covid-19, refunds will not be given.

*Subject to change.

Fees

CLASS	REGISTRATION	MONTHLY TUITION
1 day	\$150	\$110
2 days	\$150	\$210
3 days	\$150	\$300

First payment is due September 1 and last payment is due May 1. Please make checks payable to Taylors First Pre-Academy. Tuition is due on the first of each month. A reminder envelope will be sent home the last week of each month for the next month's tuition. Use this envelope and avoid turning in loose cash or checks.

Late Fees:

\$15 will be charged the afternoon of the 5th

\$25 additional will be charged after the 15th

If tuition is delinquent for a period of one month, your child will not be allowed to return to the classroom. Our PDO staff is employed according to the number of children registered per day. Registration is your financial commitment to pay tuition for the number of days whether or not your child is present. Parents enrolling their child (during the school year) before the fifteenth of the month will pay for the full month. Parents enrolling their child after the fifteenth will pay one-half of the monthly fee. If it becomes necessary to withdraw your child, a one month notice is required. Fees will not be refunded for temporary absences or illness. The registration fee will reserve your child's space for the fall session and is non-refundable.

Parking

- For the safety of the children, parking is not permitted in the fire zone outside the preschool entrance. Park in a designated space.

Drop off is at 9:00 am

- Parents must wait outside until doors open at 9:00 am.



Pick up is at 2:00 pm

- A fee of \$1 per minute after 2:05 pm will be added to your tuition for late pick up.
- Staff will meet you at the entrance with your child
- If your child is to be picked up by anyone other than the regular person, please send a note or call Lisa McGill at 678-8805. Persons picking up your child for the first time will be asked to show their driver's license.

Lunches and Snacks

- A snack will be provided each day.
- Toddlers and older children need to bring an extra sippy cup in their diaper bags each day.
- **Please Label Everything Properly!**
- Babies need to bring the appropriate food, spoon, and /or bottles.
- Children should bring food they are able to eat themselves. All food should be fully cooked. We will be glad to warm food in the microwave.
- You must send the utensils and cups that your child needs. DSS regulations will not allow us to use our spoons or cups.
- To ensure the health and safety of the children in the classroom, please do not send the following items in your child's lunch box :
 - Anything with nuts or peanut butter
 - Grapes (unless quartered)
 - Popcorn
 - Apples with peeling
 - Raw Carrots
 - Raw Celery
 - Wieners (unless quartered lengthwise)
- If you send a bento-style lunchbox, please send only cold items. We are unable to warm individual sections of the box.

Please remember we are a nut free school.

- We do not serve nut products of any kind.
- **Please do not send nut products in any form** to school with your child.
- Some children have such severe allergies to nuts that even the smell can cause grave problems. If you do send nut products for lunch, we will not be able to serve it and your child will be given saltine crackers.

Clothing

- PLEASE LABEL EVERYTHING!
- All children need a change of clothes.
- Children who are not potty trained need to bring a daily supply of diapers or pull-up diapers (must have hook-and-loop fasteners on sides.)
- Children should dress in clothing appropriate for play. Tennis shoes are preferred because of safety.
- Please, no rainboots



Immunization Forms

- All children entering Taylors First Pre-Academy must have a "Certificate of Immunization DHEC Form 2740A signed by a doctor. We must have a current copy of the immunization on file before a child may attend.

Rest Time

- Each class will have rest time after their lunch.
- Infants and toddlers will rest in beds. Older children will rest on mats that we furnish.
- Children are required to lie on their mat and encouraged to rest and stay quiet during this time.

Staff

- We are committed to provide you with a loving Christian staff for your children.
- All of our staff have had background checks.
- All of our staff complete fifteen hours of training per year.
- Staff/children ratio
 - Infants — 2 staff : 7 children
 - Toddlers — 2 staff : 10 children
 - 2 & 3 years olds — 2 staff : 14 children

Toy Cleaning Room

- We have a room where toys are cleaned and sanitized each day.

Inclement Weather

Greenville County Schools	Parent's Day Out
Closed	Closed
Any delay	Closed

PARENT’S DAY OUT 2022-2023 SCHEDULE

Please make note of these important dates. Check you child’s bag / folder for important reminders. Schedule subject to change.

SEPTEMBER

6 First Day of PDO

NOVEMBER

8 No PDO - Election Day
23 -25 No PDO - Thanksgiving Break

DECEMBER

16 Christmas Break Begins (No PDO 12/16 - 1/2)

JANUARY

3 PDO Resumes
13 No PDO - Teacher Workday
17 Registration Begins for 2023-2024 School Year

MARCH

18 No PDO - Teacher Workday
20 - 24 No PDO - Spring Break

APRIL

7 No PDO - Good Friday

MAY

19 Last Day of PDO

In case of inclement weather, Greenville County Schools will have virtual school. The Pre-Academy will be closed, with no make-up days.

Illness Policy

You know your child better than anyone. COVID-19 symptoms can vary and children often have no fever. If your child has any changes in his or her health that could be COVID-19 related, please keep them at home. Remember that children cannot come to school if...



...they have a new or worsening cough or sore throat.

... loss of taste or smell

...they have a temperature over 100.4 degrees.

Children must be fever-free for 48 hours without the use of medication before returning to school.

...they have an upset stomach.

...they have a contagious illness.



- Children with rashes **MUST** have a doctor's note.
- Please write a note to the teacher when your child returns to school. If your child is absent for more than two days, please notify the teacher and let her know your child is sick.
- If a child becomes ill during the day, the parent will be notified immediately with the expectation that the parent will pick up the child.
- By law and to ensure safety, we do not administer medications of any kind.



Parents are required to sign the school's illness policy.

Allergy Alert!

Please remember we are a nut free school.

This rule means:

1. We do not serve nut products of any kind.
2. You may not send nut products in **any form** to school with your child.

Some children have such severe allergies to nuts that even the smell can cause serious problems. If you do send nut products for lunch, we will not be able to serve it and your child will be given saltine crackers.



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August 2022