



# TAYLORS FIRST

PRE-ACADEMY

## PARENT HANDBOOK 2025-2026

Taylors First Pre-Academy  
200 West Main Street  
Taylors, SC 29687  
[www.taylorsfirstpreacademy.com](http://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. Second, 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 for 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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K4 Teacher



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K3 Teacher



**Claire Ellis**  
K3 Teacher



**Hannah Steadman**  
Music Teacher / Aide

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Assistant



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PDO Assistant



# Kindergarten Policies

## 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 as 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 and will be added to your Brightwheel account.
  - 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.
- Lunch Bunch (formerly called Late Stay) is optional and available daily until 2:00 pm beginning September 2. Sign up for Lunch Bunch on Brightwheel.
  - For pick up on Monday and Wednesday, use the carline. On Tuesday, Thursday, and Friday, please park and walk up to the door. At 2:05 pm, a late fee of \$1 per minute begins.
- Lunches and Snacks for Lunch Bunch and K5
  - Please send a labeled, filled, “no spill,” child sized, water bottle daily.
  - We do not re-heat lunches.
  - Reminder that we are a nut-free school, you must send utensils, and sugary drinks are not served.

## Fees

Tuition is due on the first of each month.

CLASS	REGISTRATION	MONTHLY TUITION
K3/2 Day	\$185	\$185
K3/3 Day	\$245	\$245
K4/3 Day	\$250	\$250
K4/5 Day	\$315	\$315
K5	\$400	\$400

First payment is due September 1 and last payment is due May 1. All fees paid through Brightwheel app.

Late Fees: \$25 will be charged the afternoon of the 5th. If tuition is delinquent for a period of one month, your child will not be allowed to return. Parents enrolling their child midyear, before the 15th of the month, will pay for the full month. Parents enrolling their child after the 15th will pay one-half of the monthly fee. Fees will not be refunded for temporary absences or illness. Parents have an individual and joint obligation to pay all fees.

Withdrawal

Taylor's 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.

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 Taylor's 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 (see outdoor play.)
- 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 must have a back strap. No flip flops or Crocs due to mulch on the playground

## Health Requirements

- All children entering Taylors First Pre-Academy must have a "Certificate of Immunization DHEC Form 4024" 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 sign the illness policy.
- If your child gets sick during the school day, we will call people in the order listed on your enrollment form. Please keep these numbers current. Sick children **MUST** be picked up within 30 minutes of our call.

## Communication

All communication is directed through the Brightwheel app. Please be sure that at least one guardian has notifications turned on. If you need to send us a message during the school day, please use the Brightwheel messenger.



## 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, donut holes, or mini-cupcakes (not full-size). 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.
- K5 may go off-campus for field trips at the discretion of the director.

## 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.



\* Subject to change

# Parent's Day Out Policies

## School Information

Days: Tuesdays, Thursdays, and/or Fridays  
Hours: 9:00 am - 2:00 pm  
Ages: 12 weeks - 3 years old  
Extra days may be available due to cancellations for \$25. Make-up days are not available.

## Drop-off is at 9:00 am

Parents must wait outside until doors open at 9:00 am. If you arrive after 9:15 am, please ring the bell.

## Parking

For the safety of the children, parking is not permitted in the fire zone outside the preschool entrance. Park in a designated space. When leaving our campus, please do not go up the hill towards the church. Please observe traffic cones.

## 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 Brightwheel message. Persons picking up your child for the first time will be asked to show their driver's license.

## Early Dismissals

We know there are occasions that require early dismissals; however, habitual early dismissals are disruptive and should not occur.

## Fees

CLASS	REGISTRATION	MONTHLY TUITION
2 days	\$175	\$240
3 days	\$175	\$330

First payment is due September 1, and last payment is due May 1. Tuition is due on the first of each month. All fees paid through Brightwheel app.

Late Fees: \$25 will be charged the afternoon of the 5th

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 midyear, before the 15th of the month, will pay for the full month. Parents enrolling their child after the 15th 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. Parents have an individual and joint obligation to pay all fees. All parents must sign a tuition contract.



## 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!**
- 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; however, we are unable to warm individual sections of a bento-style box.
- 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
  - Popcorn
  - Raw Celery
  - Apples with peeling
  - Raw Carrots
  - Grapes (unless quartered)
  - Wieners
  - Bananas

**We are a nut free school.** Do not send nut products in any form to school with your child including almond butter, Nutella®, etc. SunButter® is a good substitute.

## 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.
- Sandals must have a back strap. No Crocs or flip flops please.





**Immunization Forms**

All children entering Taylors First Pre-Academy must have a “Certificate of Immunization DHEC Form 4024” 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 a Happi Nappi that will be purchased by parents. You are responsible for washing the Happi Nappi regularly.
- Children are required to lie on their mat and are 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 has had background checks.
- All of our staff completes 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



# Pre-Academy Policies

## Discipline

Corporal punishment will never be used or tolerated. If a child needs correction, we will do so in love and with redirections. Timeouts will be used.

## Ongoing, Unacceptable, and Disruptive Behavior

When these behaviors occur, your child's preschool team, which may consist of the teacher, the Director, and parent(s,) will meet. Together, the team will determine the appropriate action to be taken. If a child's behavior is continually disruptive or endangers the safety of others in the class, the child will be removed from the program. No refunds are issued for the time-period the child is removed.

## Aggressive Behavior

If a child exhibits an aggressive behavior towards another student or staff member such as, but not limited to, aggressive hitting, choking, biting (3-years-old and up), kicking, spitting on children or their food, and/or physical harm with an object, the following measures will be taken. No refunds are issued for the time-period the child is removed.

- 1st Occurrence: The parent/guardian will be notified and the child will leave immediately.
- 2nd Occurrence: The child will not be allowed to return to the program for 2 school days.
- 3rd Occurrence: The child will be expelled from the school.

## Illness

You know your child better than anyone. Children cannot come to school if...

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

... they have loss of taste or smell.

... they have a temperature over 100.4 degrees. Children must be fever-free for 24 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!

### 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.

# KINDERGARTEN 2025-2026 SCHEDULE

## AUGUST

- 20-21 Meet the Teacher (by appointment)
- 25 First Day of School, K3/2 day, K4/5 day, K5
- 27 First Day of School, K3/3 day, K4/3 day

## SEPTEMBER

- 1 No School - Labor Day
- 2 First Day of Lunch Bunch

## OCTOBER

- 10 & 13 No School - Fall Break
- 28 Harvest Party, K3/2 day
- 31 Harvest Party, K3/3 day K4, K5

## NOVEMBER

- 20 Thanksgiving Celebration, K4
- 21 Thanksgiving Play, K5
- 26 - 28 No School - Thanksgiving Holiday

## DECEMBER

- 5 Christmas Carols, K4
- 12 No Lunch Bunch for Remainder of December
- 16 Christmas Party, K3/2 day
- 17 Christmas Party, K3/3 day, K4, K5
- 18 Last Day of Kindergarten before Christmas Break Begins  
K5 Early Dismissal

## JANUARY

- 6 School Resumes
- 14 Registration Begins for 2026-2027 School Year
- 19 No School - MLK Day

## FEBRUARY

- 6 Nursery Rhyme Parade, K4
- 10 Valentine's Day Party, K3/2 day
- 13 Valentine's Day Party, K3/3 day, K4, K5
- 16 No School - President's Day

## MARCH

- 13 No School - Greenville County Schools Workday
- 16 - 20 Spring Break

## APRIL

- 3 & 6 No School - Good Friday / Easter Break
- 14 Donuts with Dads, K3/2 day, K4/5 day, K5
- 15 Donuts with Dads, K3/3 day, K4/3 day

## MAY

- 8 Mother's Day Tea, K4 and Last Day of Lunch Bunch
- 12 Last Day of School, K3/2 Day
- 14 K5 Graduation
- 15 Last Day of School

# PARENT’S DAY OUT 2025-2026 SCHEDULE

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

## AUGUST

26 Parent’s Day Out (PDO) Open House

## SEPTEMBER

2 First day of PDO

## OCTOBER

10 & 13 No School - Fall Break

## NOVEMBER

26 - 28 No School - Thanksgiving Holiday

## DECEMBER

18 Last Day of PDO before Christmas Break Begins

## JANUARY

6 School resumes  
14 Registration Begins for 2026-2027 School Year

## MARCH

13 - 20 Spring Break

## APRIL

3 & 6 No School - Good Friday

## MAY

15 Last day of PDO





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August 2024