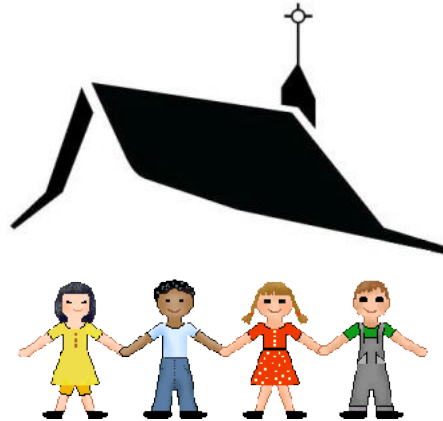


ST ANDREWS BAPTIST CHURCH WEEKDAY PRESCHOOL



2023-2024 REGISTRATION PACKET

Merri Christy Tolar- Director

Alyssa Hannah- Assistant Director

Dee Vaughan- Senior Pastor

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St. Andrews Baptist Weekday Preschool Information

Thank you for your interest in St. Andrews Baptist Weekday Preschool. This Registration Information document will provide you with information about our programs, center hours, costs, and requirements. The attached Registration Form must be completed and returned to the Weekday Preschool with the required non-refundable \$100 registration fee.

In-house registration for the 2023-2024 school year will be open until March 31, 2023 for students currently enrolled. On April 1, 2023, registration will open to those on the waiting list and to the general public.

The St. Andrews Baptist Weekday Preschool is a ministry of St. Andrews Baptist Church. The **Full Day Program** is a 50-week program that is paid weekly. Tuition is based on hours needed: **Less than 36 hours per week or 36 or more hours per week.**

The goal of the St. Andrews Baptist Weekday Preschool is to provide our children with a safe and secure learning environment based on Christian principles where teachers integrate Bible stories, songs, and thoughts into all the children's activities. We are thankful for the opportunity to begin laying a strong spiritual foundation in the lives of these children. Children are presented age-appropriate activities to assist in social, educational, and physical development. Classes have a low student/teacher ratio.

The Weekday Preschool is assisted by the Pastor and the Weekday Preschool Committee elected by members of St. Andrews Church annually. These committee members work closely with the Preschool Director to plan, develop, evaluate, and support this area of the church's ministry to our preschool.

Full Day Preschool Program (Ages 6 weeks – Four)

The **Full Day Preschool Program** operates between the hours of 7:30 a.m. and 6:00 p.m. All students must attend during the hours of 9:00 a.m. to 12:00 p.m. Parents contract for the Full Day Weekday Preschool Program hours and will be charged for the contracted hours. These hours may be changed with a two-week written notice if staffing allows. *Tuition is charged based on the child's age as of September 1, 2023 and number of hours per week.*

Tuition for Infants, Crawlers, Ones and Twos (Promoted developmentally)

Less than 36 hours per week\$175 per week paid at the beginning of the week

36 or more hours per week...\$205 per week paid at the beginning of the week

Tuition for Threes and Fours (by September 1, 2023)

Less than 36 hours per week\$165 per week paid at the beginning of the week

36 or more hours per week...\$195 per week paid at the beginning of the week

The Full Day Preschool Program is a 50 week per year program from August 21, 2023 to August 14, 2024. Tuition is divided into 50 weekly payments that are due on the first school day of the week. **The entire preschool is closed this year for the week of Christmas, December 25th – 29th, therefore no tuition is charged for this week.** Five vacation days per school year are also allowed at no charge. Holiday weeks are charged the full weekly tuition rate.

Holidays: The Full Day Preschool Program is open year-round except for the following holidays: Labor Day...Thanksgiving Day...Day after Thanksgiving... MLK Holiday...Presidents' Day...Good Friday... Memorial Day...Independence Day (If a holiday falls on a weekend, we will observe it either the day before or after the holiday)

Teacher In-Service Days: The entire preschool is closed July 27th and 28th and August 17th – 18th for teacher In-service for 2023. (These dates are July 25th and 26th and August 15th – 16th for 2024)

Full Day Preschool Supply Fee: There is an **\$80 supply fee** paid twice a year at the beginning of each semester (due by August 31st and January 31st)

Items Required for the Full Day Program

- A full change of clothing, including socks, shoes and underclothes
- A tri-fold, waterproof rest mat which will remain at school. Mark your child's name at both ends with permanent marker
- Blankets, will be stored at school during the week
- Infants and Babies must provide bottles of milk/pre-mixed formula
- Diapers and wipes, if appropriate
- Lunch packed from home in an insulated bag with ice pack

Snacks and Lunch: Snacks will be provided each day during the morning hours and again in the afternoon hours. Water is served with snacks and at lunch. Students must bring their lunch in an insulated bag with an icepack. Infants will only be offered bottles of milk/formula and snacks provided by their parent.

St. Andrews Baptist Church Weekday Preschool

Additional Financial Information

Full Day Preschool Tuition: _____ Registration Fee- \$100 (can be check, cash or paid online)

Our hours are from 7:30 a.m. until 6:00 p.m. If you choose the full day program, you will pay the weekly tuition for **50 WEEKS PER YEAR**. Each family needs to complete a contract for hours needed. The contracted rate is based upon the child's age as of September 1, 2023. Payments are due in advance on the first business day of each week. A late fee of \$15.00 per week will be added to account balance if not paid by 10:00 a.m. Wednesday (or the first day back following an absence). **Failure to bring your account current within two weeks may result in dismissal.** We encourage monthly payments in advance. Your statement will reflect the credit amount until the end of the month. Five vacation days are allowed at no charge each school year. Extended care parents are responsible for 50 weeks per year. When a child begins attending mid-year, vacation days will be pro-rated for the portion of the school year attended. If you are contracted for 36 hours or less and your total hours for the week exceed 36 hours, you will be charged an additional \$30.00 for that week.

Returned Check Charge: There will be a \$25.00 charge added to your account for a returned check. If two of your checks are returned, further payments will be made on a cash or money order only basis.

Tuition Payment in Arrears: If the tuition payment or a payment plan is not made within 2 weeks from leaving the school, a certified letter will be sent to you, explaining your options. Your account will then be turned over to a collection agency and collection proceedings will continue until payment is made in full.

Late Pick-up Fees: We open at 7:30 a.m. and close at 6:00 p.m. Any child picked up after the closing time of 6:00 p.m., will be charged a late fee of \$1.00 per minute. Please call the office if you are going to be late.

Tuition deductions: No tuition deductions are made for absences, holidays, or inclement weather. If we close because of inclement weather, we are not required to make up those days and time is not scheduled in our year to do so. Tuition will be applied at the regular amount owed.

Sibling discount: We offer a discount to families of multiple children. The second child attending the school will receive a \$15.00 discount on tuition. A 60-day written notice will be given if changes are made.

Please Note

All Following Attached Forms Must Be Submitted Prior to Admission.

An Updated Immunization Record must also be submitted prior to admission. The Immunization Record must be updated whenever new immunizations are received. The Immunization Record must be on an official DHEC Form.

St. Andrews Baptist Weekday Preschool

Registration Form

2023-2024

Full Name of Child _____ Date of Birth _____

Name Used at Home _____ Present Age _____ Sex _____

Telephone # _____ Alternate Telephone # _____

Street Address _____

City _____ Zip _____

Preferred Email Address _____

Mother's Name _____ Job Title _____

Employer _____ Work # _____

Cell Phone # _____ Email _____

Father's Name _____ Job Title _____

Employer _____ Work # _____

Cell Phone # _____ Email _____

**FOR A STUDENT TO ENROLL IN A CLASS,
THE CHILD MUST MEET THE FOLLOWING AGE REQUIREMENTS**

FOUR YEAR CLASS	Child must be four by Sept. 01, 2023
THREE YEAR CLASS	Child must be three by Sept. 01, 2023
TWO YEAR CLASS	Child must be 24 months to begin
ONE YEAR OLD CLASS	Child must be 12 months to begin
CRAWLER CLASS	Child must be 5 months to begin
INFANT CLASS	Child must be 6 weeks old to begin

_____ Family is a SABC Member
_____ Child Currently Enrolled
_____ Sibling Currently Enrolled
_____ Family Previously Enrolled
_____ Family New to Preschool

OFFICE USE ONLY:

Date Registration Received _____
Expected Enrollment Date _____
Reg. Fee Paid \$ _____
Check # _____

St. Andrews Baptist Church Weekday Preschool

Child's Information

How did you learn of our center? _____

Parents married? _____ Parents divorced? _____ Parents separated? _____ Legal Guardian? _____
(If appropriate, please provide SABC Weekday Preschool with copy of court papers regarding custody.)

Name of siblings with ages: _____

Previous Program(s) Attended: _____

Reasons for leaving: _____

Denomination/Church: _____

Special information concerning your child that will be helpful to SABC Preschool:

Allergies, health concerns, and daily medications involving your child:

Emergency Information:

Doctor: _____ Phone # _____

Dentist: _____ Phone # _____

Hospital Preference: _____

Persons Authorized To Act for Parents In Case Of Emergency (Local Only)

Contact Person #1: _____ Relationship _____

Home # _____ Business # _____ Cell # _____

Contact Person#2: _____ Relationship _____

Home # _____ Business # _____ Cell # _____

(Please make sure they know you have given us their name)

I give permission to SABC Preschool to take whatever emergency (i.e., first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of this program. It is understood that the staff may need to contact local emergency resources before the parent, child's physicians and/or other adult acting on the parent's behalf. If the local emergency resources deem it necessary to transport my child, it will be to the closest hospital facility.

Parent's Signature

Date

Authorization for Child Pick Up

The following listed individuals have permission to pick up my child from St. Andrews Baptist Church Preschool. The name, relationship, phone numbers of persons authorized to pick up a child from the program must be recorded on this form. When one of these individuals comes to pick up a child, verification of identification, (such as a valid driver's license, other picture I.D., or family code word) will be required for anyone not known by the staff.

Our Family Code Word: _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

Name _____ Relationship _____

Home # _____ Business # _____ Cell # _____

I have read and understand the St. Andrews Baptist Church Preschool policy on pick up authorization.

Parent's Signature

Date

Contract for Full Day Preschool Program (Ages 6 Weeks – 4)

Available Hours- 7:30 am – 6:00 pm

August 21, 2023- August 14, 2024

Child's Name _____

A non-refundable Registration Fee of \$100 is due when the registration form is submitted in order to hold a space in the Full Day Preschool Program. *Space is not reserved until the fee is paid.*

There is a Supply Fee for the Full Day Preschool Program. An \$80 fee is due twice a year (by August 31 and January 31).

All children must attend during the preschool hours of 9:00 to 12:00. Other hours are selected to meet your needs. These hours are contracted with the Preschool and tuition is due on the first day of each week. ***Your contracted price for the entire year is based on your child's age on September 1, 2023.*** The Full Day Program is for 50 weeks per year.

Hours Needed:

_____ **Less Than 36 Hours per Week**

TUITION FOR LESS THAN 36 HOURS PER WEEK

Infants, Crawlers, Ones and Twos - \$175 per week

Threes and Fours (by 9/1/2023) - \$165 per week

_____ **36 or More Hours per Week**

TUITION FOR 36 OR MORE HOURS PER WEEK

Class

Infants, Crawlers, Ones and Twos - \$205 per week

Threes and Fours (by 9/1/2023) - \$195 per WEEK

Class Requested:

_____ Four-Year-Old

_____ Three-Year-Old

_____ Two-Year-Old

_____ One-Year-Old

_____ Crawler Class

_____ Infant

Indicate Exact Hours Needed Each Day of the Week

Monday Arrive _____ Depart _____ Total Hours _____

Tuesday Arrive _____ Depart _____ Total Hours _____

Wednesday Arrive _____ Depart _____ Total Hours _____

Thursday Arrive _____ Depart _____ Total Hours _____

Friday..... Arrive _____ Depart _____ Total Hours _____

Total Hours per Week _____

Full Day Preschool Program I agree to pay \$ _____ per week due on the first school day of each week. This program is for 50 weeks per year. I have read and agree to the Preschool's Late Tuition/Extended Care Payment Policy and the Return Check Policy. I understand that my child will not be allowed to attend if payments are not made according to these policies. A two-week written notice must be given if I withdraw my child from the program.

Parent's Signature _____ Date _____

St. Andrews Baptist Church Weekday Preschool

Policy and Procedure for Illness and Administering Medication

Medication (prescription or over the counter) will not be administered unless the Director has a signed permission slip from the parent explaining the exact dosage, time, and duration of treatment. These slips are available in the office. Any medication must be given in the original container, be labeled with the child's name, and be given to the Director or the child's teacher.

A child who is taking an antibiotic **must take the medication for at least 24 hours and be fever free to be considered non-contagious and allowed to return to the preschool.**

Your child should not attend school if he/she has had any of the following symptoms within the **previous 24 hours**:

1. Fever of 100.4 degrees or above
2. Contagious disease
3. Sore throat or swollen glands accompanied by a fever
4. Earache accompanied by a fever
5. Undiagnosed red eyes or drainage from the eyes
6. Vomiting or diarrhea within the past 24 hours
7. Untreated head lice, ringworms, or scabies
8. Persistent cough or runny nose

**Note: These policies are subject to change if public health conditions deem necessary.*

Thank you for respecting these policies.

I have read and understand the St. Andrews Baptist Church Preschool policy on administering medicine and illness.

Parent's Signature

Date

Child's Name

Class

St. Andrews Baptist Church Weekday Preschool

Field Trip Parent / Guardian Consent Form

This Parent/Guardian Consent Form must be completed **for all children of all ages registered in the St. Andrews Baptist Church Preschool**. This is required by DSS. No child will be allowed to leave the church on a field trip without this signed form on file. Individual field trip permission forms will be distributed for all field trips and these must be signed by the same person who signed this consent form.

I give my permission for my child to go on field trips with St. Andrews Baptist Preschool. I understand that I will be notified prior to each trip of all plans, fees, and arrangements and will need to complete an individual field trip permission form for each scheduled field trip. I, the undersigned, am legally authorized to sign the Parent/Guardian Consent form, and hereby give my full consent for my child to participate in field trips and related activities conducted by St. Andrews Baptist Church Preschool. Moreover, I release the supervisors/instructors, or any person acting on behalf of St. Andrews Baptist Church Preschool from any and all liability which may result from this activity.

Parent's Signature

Date

Child's Name

Class