



*Educating today's children to be tomorrow's Christian leaders*

Sicklerville United Methodist Church

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## PRESCHOOL Student Handbook

2016 – 2017

**Mrs. Judy Orme, Principal**

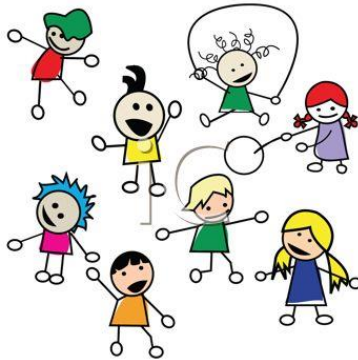
**Mrs. Nancy Hester, Business Administrator**

**Mrs. Wendy Bauman, Office Administrator**

**Mr. Jon Castano, Accountant**

*South Jersey Christian Academy is one of the ministries of Sicklerville United Methodist Church*

*and is governed by and is under the direction of the Administrative Board.*



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## General Information

### Admission Policy

SJCA Preschool admits children of any race, color, creed or ethnic background to all the rights, privileges, programs and activities made available to the children at the school. Children may begin the Preschool program at the beginning of any month. They must be two and a-half, three or four years old by October 1<sup>st</sup> of the previous year. **Your child must be fully potty-trained and out of diapers, this includes pull-ups.** Children must be up to date with immunizations and their immunization record must be signed by the child's physician and must be on file with the school office in order to attend school.

### Tuition and Fees

The tuition and fees are outlined on a separate document titled "SJCA Financial Policies and Procedures". Please refer to that document for all current tuition rates, registration fees, miscellaneous charges and all applicable policies and procedures.

### Early Withdrawal

Because preschool is considered a "month-to-month" commitment, SJCA requires a written notice of withdrawal a minimum of 30 days prior to the departure date. Tuition will be calculated accordingly.

### Hours of Operation

Option #1 – FULL DAY – 7:00am to 3:00pm

Option #2 – HALF Day – 8:15am to 12:00pm

Both options are available 3, 4, or 5 days per week. When registering your child for school, please be certain the days selected on the registration form are days that you can commit to; any changes will have to be approved by the school office and will be based on program availability.

### Extra Care Services:

Before-care services are included in all full-time registered students. After-care is billed at a rate of \$9.00 per student per day for any student needing to stay after 3:15 pm.

### Emergency / Early Dismissal School Closing:

SJCA reserves the right to close school early or cancel school for the day due to inclement weather or any emergency situations. SJCA follows the Winslow Township School District for school closings and delayed openings due to weather. EMERGENCY CLOSING NUMBER 572

### Drop-off and Pick-up Policy

Student drop off is from 8:00 – 8:15 am. Parents are required to walk their preschooler into their classroom each morning. *Prior to 8:00 am*, parents are required to sign their child into the Before Care program. Should you arrive prior to 8:00 am and do not wish

to sign your child into the Before Care program, please wait in your car until 8:00 am. Any student arriving *after 9:15 am* are considered late and must be signed in at the office.

Preschool students must be picked up from the classroom *prior to 3:15 pm*. *After 3:15pm* all preschool students remaining will be transferred to our After-Care program and **MUST** be signed out from Fellowship Hall.

SJCA Safety Patrol students are **not** allowed to transfer preschool students in or out of our building. Our teachers should always be aware of who will be picking up your child. If your child is to ride home with someone other than the usual pick-up person, please make sure that the person's contact information is current with the school. This person will be asked to provide ID.

### **Clothing**

Please follow the SJCA Dress Code Policy (attached). We make every effort to protect your child's clothing with smocks when they are engaged in messy projects. However, spills are sometimes unavoidable. Therefore, we ask that each child have a **complete change of clothes appropriate for the season** consisting of bottom, top, socks, underwear and shoes.

All outer clothing should be clearly labeled with your child's name. Please be sure your child wears weather appropriate clothing; whenever possible the children will be taken out to play.

SJCA asks that you please make sure that your child leaves all toys, dolls, stuffed animals, etc. at home.

### **Birthdays**

Children enjoy sharing birthday excitement with their friends at school. Parents may provide the snack for a day near or on the child's birthday. Please keep in mind that all cupcakes, cookies, etc. must be store bought with the ingredient listing attached. Please let the teacher or aide know if you will be providing a celebration snack for your child.

### **Health**

Our goal here at SJCA is to keep students (and staff) healthy. In order to help achieve this goal, please use the following guidelines:

#### **Indicators for keeping your child home:**

- *Fever* – child should be fever free, without medications for 24 hours before returning to school. If fever-free, yet symptoms are severe (child is miserable and lethargic) please consider sending the child to school.
- *Headache* – If your child complains of a headache, check for fever since a headache often indicates an elevated temperature.
- *Upset Stomach* – an upset stomach often indicates a stomach virus (especially if accompanied by headache or fever)

- *Vomiting* – child should have no vomiting for 24 hours before returning to school.
- *Colds* – frequent coughing, sneezing or producing of excess mucus
- *Diarrhea*
- *Pink Eye* (Conjunctivitis)

#### **Other healthy reminders:**

- *Good nutrition*
- *Exercise*
- *Plenty of rest*
- *Frequent hand washing*
- *Don't share cups, utensils, etc.*

If your child is going to be absent, please call the school office before 8:00 am (or the evening prior) and leave a message. Thank you for your cooperation in these matters.

#### **Immunizations (Vaccinations)**

State law requires each child to have evidence of proper immunization series for diphtheria, tetanus, whooping cough, polio, hepatitis, mumps, measles and rubella immunizations. A tetanus booster is mandatory every 10 years.

#### **Absences /Late Arrivals:**

Should your child not be attending school on any given day, please call the school office before 9:00 am. If your child arrives later than 9:00 am, they will need to be signed in at the office.

#### **Naps**

According to state regulations, all full-time students, or any students attending beyond 1:00pm are required to nap daily. However, students that do not normally nap will still be required to lie down and rest quietly, as it is required by law.

Keeping in mind that our storage space is very limited, we ask that you provide:

- A child size sleeping bag
- A small pillow (optional) PLEASE NO PILLOW PETS!

*Please note that your child's nap items will be sent home the last Friday of the month for you to launder and return on Monday morning.*

#### **Daily Snacks**

The preschool students enjoy snack daily. The costs of snacks are included in tuition. The preschool staff shops monthly for a variety of snacks.

#### **Lunch**

If sending a packed lunch from home, please make sure that utensils and ice packs are provided each day. SJCA also offers a lunch program monthly. Drinks are not included.

As a reminder, please do not send in food to be heated by our staff or your student. We do not have the staff or kitchen appliances to accommodate this need.

## DISCIPLINE POLICY

### Purpose

To promote and maintain an opportunity for Spiritual Growth in the children of our school, to ensure an environment of learning, to encourage children to take responsibility for their actions, to foster training with a focus on self-control, peace-making skills, positive attitudes and responsibility.

### Goal

The child, the child's family, and the teachers will feel supported and encouraged in their environment.

### Scriptural Evidence

“Train a child in the way he should go, and when he is old he will not turn from it.”  
Proverbs 22:6

### A Child's Responsibility:

*Please review and discuss the following behavioral rules with your child(ren):*

- I will treat others in a respectful, loving and caring manner.
- I will refrain from behaviors that disrupt learning such as tilting back in my chair, talking while someone else is talking and wandering around the room.
- I will respect the teacher, the aide and another child's personal space and body.
- I will refrain from physical aggression such as hitting, biting, kicking and spitting because it will not be tolerated. The parent will be notified and the child may be asked to leave the school.
- I will respect the school property.
- I will refrain from using mean words that hurt others.
- I will respect the playground rules.

### PLAYGROUND RULES

- Leave the mulch on the ground.
- Always go down the slide feet first and one at a time.
- No climbing up the slide.
- No sitting on the bottom of the slide.
- No rough play.
- Do not move the playground equipment.
- Do not climb the tree or the fence.
- DO HAVE FUN!!