



A Christian Early Childhood Development Center

*“Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.”
Matthew 19:14*

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Our Mission

The mission of St. Andrew's Day School is to partner with parents to provide an early childhood education while sharing the Gospel of Jesus Christ.

Our Approach

Children learn through hands-on activities that engage the five senses and relate new ideas to their real lives. We promote learning through discovery, song and play. We share the gospel through age appropriate teachings and consistently presenting Jesus through our actions and our words.

Our Staff

Our staff consists of qualified and dedicated teachers who have a passion for teaching and sharing their faith with children. Our teachers are given the opportunity for professional growth through workshops and conferences. Our teachers are certified in infant/child CPR and have undergone a background check.



Day School Calendar 2017-2018

Aug. 28-Sept. 1	Monday-Friday	Teacher Workdays- No Students
Aug. 29	Tuesday	9:30 Staff Orientation and Breakfast
Aug. 31	Thursday	6:00 Parent Orientation in the Ministry Center for all Parents 5:30 Classroom Orientation for Parents of MWF Toddlers, MWF Twos, MWF Threes in Your Child's Classroom 6:30 Classroom Orientation for Parents of All Other Children in Your Child's Classroom
Sept. 1	Friday	9:00- 11:00 Student Drop-In
Sept. 4	Monday	Labor Day- School Closed
Sept. 5	Tuesday	First Day of School
Sept. 5-8	Tuesday-Friday	12:00 Dismissal for Preschool and Kindergarten (No Lunch) 11:00 Dismissal for MMO
Sept. 11	Monday	Regular Schedule Begins for MMO, Preschool and Kindergarten
Sept. 17	Sunday	Back-to-School Family Dinner
Oct. 10-11	Tuesday-Wednesday	Fall Picture Days
Oct. 12-13	Thursday-Friday	Pictures Day Rain Dates if Needed
Oct. 20	Friday	CCSD Teacher Workday- No school
Nov. 15	Wednesday	9:30 Thanksgiving Program and Bake Sale 12:00 Dismissal for All Ages (No Lunch)
Nov. 20-24	Monday-Friday	Thanksgiving Break- No School (Nov. 20-21 Weather make-up days)
Dec. 13	Wednesday	9:30 Christmas Program 12:00 Dismissal for All Ages (No Lunch)
Dec. 15-Jan. 3	Friday-Wednesday	Christmas Break- No School
Jan. 4	Thursday	Students Return from Christmas Break
Jan. 8	Monday	Registration for the 2018-2019 School Year Opens to Returning Students, Church Members and Siblings
Jan. 15	Monday	Martin Luther King Day- No School
Jan. 16	Tuesday	Registration for the 2017-2018 School Year Opens to the General Public
Feb. 16	Friday	CCSD Teacher Workday- No School
Feb. 19	Monday	President's Day- No School
March 5-9	Monday-Friday	Teacher Appreciation Week
March 14-16	Wednesday-Friday	Spring Picture Days
March 30	Friday	Good Friday-No School
April 2-6	Monday-Friday	Spring Break
May 11	Friday	End-of-Year Carnival
May 18	Friday	Rainout Date for Carnival if Needed
May 23	Wednesday	Last day of school for MWF
May 24	Thursday	Last Day of School for All Other Students 10:30 Kindergarten Closing Ceremony
May 25	Friday	Teacher Workday- No Students

Day School Parents' Committee

The mission of the Parent Committee is to plan and organize fundraisers and social events to support the mission of St. Andrew's Day School.

How does fundraising support the school's mission? The Day School intentionally keeps tuition low in order to serve families in our community that may not otherwise afford a preschool program for their child. Funds raised from the Parent Committee go to:

- Provide scholarships
- Support outreach
- Purchase special equipment for the school
- Make capital improvements to the buildings and grounds

All of this better enables the Day School to share the Gospel and provide children with an early childhood education.

How do social events support the mission of the school? Social events help create a sense of community for children and their families so they view the Day School as a place where they are welcome and can connect with the presence and power of Jesus Christ in relationship with others.

Parent Committee Positions 2017-2018

Chair "mom"	Emily Gillespie
Assistant Chair "mom"	open
Spirit Day Organizer	open
Original Works Organizer	open
Teacher Appreciation Organizer	open
Carnival Chair	open
Fundraising Chair	open



Program Descriptions



Mother's Morning Out (Toddlers and 2K)

In the toddler classes we teach through art, song and play. We strive to provide a loving, nurturing environment where the children feel safe and happy so they can learn new things and gain confidence. Socialization and learning to communicate with peers and adults other than their parents are a big part of the classroom experience. They enjoy inside and outside play, a snack, craft time and circle time. Children must be 12 months old as of September 1 to enroll in the Young Toddler class and 18 months old to enroll in the Older Toddler class.

The two-year-old class is a wonderful bridge from home to preschool and is for many children their first experience in a school program. A typical day in the two's includes free play, a craft, snack time, circle time and outdoor play. During circle time the children sing songs and learn hand motions. They learn about letter sounds, colors and pre-math concepts. Children must be 2 years old by September 1 to enroll in this class.

Preschool (3K & 4k)

A typical preschool day starts with circle time where the children gather to listen to stories, sing and participate in large group activities. Their day also includes hands-on activities, art and creative play. The children attend chapel once a week and have music class once a week. The children eat lunch at school.

Our Language Arts curriculum introduces children to the alphabet and environmental print. They will learn to identify upper case letters, letter sounds and letter formation. The children will learn to identify and write letters through ways that are meaningful to them. Children learn to recognize that print has meaning and to create stories of their own. To build the muscles necessary for writing, fine motor skills are developed through activities such as scissor cutting, coloring, stringing beads and using play dough. Children learn mathematics readiness through games and activities including sorting, patterns, graphing, measurement, and classifying.

Children must be fully potty trained to attend our preschool program.

Kindergarten

Our half day kindergarten program is a wonderful option for any child. A low student to teacher ratio ensures that each child will receive individualized instruction tailored to his/her instructional level. The students participate in chapel once a week. They also have music class each week. The children eat lunch at school.

Our curriculum features multisensory, hands-on learning and will give your child the skills and knowledge they will need to be successful. For our core subjects we use "Envision Math" from Scott Foresman, "Letters and Numbers for Me" by Handwriting Without Tears, and "Starfall" a phonics based reading program. Your child will leave this program prepared for the next step whether they go to full day kindergarten or first grade.

Policies and Procedures

For the health and safety of all children at St. Andrew's Day School we have the following policies and procedures.



Inclement Weather and Unforeseen School Closings

In case of inclement weather or other circumstances that may cause schools to close, St. Andrew's Day School will operate on the same schedule as Charleston County Schools. If the public schools delay opening by 2 hours or more, the Day School will be closed.

Immunizations

We require a record of immunization. All children must have their immunization record of file no later than September 30th.

Illness

We ask that a child stay home when the following sickness is observed:

- Fever above 100 in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- If a child has been on an antibiotic for less than 24 hours
- Excessive coughing, excessive discharge around or in the eyes or nose, unexplained rashes, or any communicable disease
- Chicken pox: for one week after the first skin lesions appear and six days after the last crop of vesicles
- Head lice: Please notify the school if your child has lice so that we can alert other parents to be on the lookout. Head lice are not a reflection on the quality of parenting and can be common in school environments.

Note: If a child shows signs of sickness during the school day, the teacher will contact the parents and the child will be sent home. No medications are administered at school.

Emergency Procedures

The following procedures will take place in the event of an emergency:

- Attempt to notify the parents
- Attempt to notify the emergency contact

If needed, EMS will be called and the child may be transported to the emergency room.

Allergies

Please provide a photo of your child with a detailed Allergy Emergency Plan. For the safety of a child with food allergies, copies of the photo and medical information will be posted in the child's classroom and in the school's office. We ask that no food containing peanut products be brought into the school when providing snacks or treats for birthdays and classroom parties. We do not claim to be a "peanut free" school, but we do want to minimize the exposure to peanuts and potential of cross-contamination.

Items Prohibited at School

- Nuts, marshmallows, hot dogs and balloons can become choking hazards.
- Cowboy boots, cleats, flip flops (We ask that you send your child in socks especially with sandals or Crocs.)
- Chewing gum
- Toy guns
- Food containing peanut products when providing snacks or treats for birthdays and classroom parties.

Potty Training

Children must be fully potty trained to enroll in our 3 year old classes.

Classroom Management

One of the main objectives of St. Andrew's Day School is to promote learning as a positive, creative and enjoyable experience. Positive reinforcement is the most prevalent technique used in helping children develop acceptable behavior. This is a technique that focuses on what the child is doing well, understanding that positive attention tends to increase the chances of the child learning the desired behavior.

Redirecting children is an effective technique that can prevent minor episodes of inattention or inappropriate behavior from escalating. It can also provide modeling for children in problem solving. Hopefully, after some examples and suggestions by the teacher, the child will become more skilled at solving problems on her own. Another positive behavior management strategy is the use of logical consequences instead of punishment. It is important for young children to learn that they can control their own behavior by making good choices.

Any discipline problems that persist will be shared with the parents. The teachers and parents can work together to help correct the inappropriate behavior. A student continually exhibiting any conduct which could harm another student, or conduct which disrupts or interferes with the education of himself or another student may warrant dismissal from the program.

For a detailed copy of the discipline policy, please contact the Day School Director.

Field Trips and Transportation

Threes may go on field trips only if each child's parent can drive them. This creates a safer environment

giving a 1:1 ratio not including the teachers. Fours and fives may go on field trips with parent carpooling. A parent may take a maximum of three children in a car. South Carolina law states that all children under the age of six or 85 lbs. must be restrained in a car seat or booster seat.

Authorization for Student Release

Please send a signed and dated note to your child's teacher if your child is going to be picked up by someone else.

Tuition Payment Policy

Tuition may be paid annually, by semester or monthly. Annual payments are due August 1. A 5% discount will be given if tuition is paid in full by August 1. Semester payments are due August 1 and December 1. Nine monthly payments are due the 1st of each month beginning in August. Payments are accepted by ACH draft from a checking or savings. Children will be subject to removal from the program if payments are delinquent by two months and other arrangements have not been made.

Withdrawal

The Day School should receive a written notice two weeks in advance in the event of withdrawal from the program. A full month's payment will be charged regardless of number of days attended.

Registration Policy

Registration is open to all. Priority will be given to returning students, siblings and church members. After placing returning students and siblings of current students, remaining openings will be filled by church members and siblings of former students, then the general public. In the event there are more applicants than openings, a lottery will be used to decide placement. The director does have the discretion to balance classes by gender. To retain priority status, applications must be returned by the stated deadlines. Returning students have highest priority and no other factors will be used to prioritize returning students.

Legal Notice

St. Andrew's Day School admits students of any race, color, national, or ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at that school.





August 1, 2017

Dear Parents,

St. Andrew's Day School has once again joined Harris Teeter's *Together In Education* program to help raise funds for our school. It's easy and it's FREE. Simply give the cashier our code, **5400**, and your VIC card when you check out and your card will be linked for the entire school year. That's it! **You only have to link your VIC card once each school year. If you were linked last school year you must re-link this school year.** Once your card is linked, St. Andrew's Day School will receive at least 2% of your Harris Teeter brand (Harris Teeter, Premier Selection, H.T. Traders, Harris Teeter Naturals, Hunter Farms, Highland Crest and More Value) purchases credited back to our account. You may also link to more than one school on the same VIC card.

This program does not interfere with you VIC savings or cost you any money!

Don't forget to link or re-link your VIC card to our account code, **5400**, next time you are shopping at Harris Teeter.

Thank you for your support!

God's Peace,

Katie Arndt
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St. Andrew's Church
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