



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*

**2020-2021**

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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 by 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.

## Our Hours

8:45-9:00	Carpool (2's-Kindergarten)/Door Drop-Off (Toddlers-2's)
9:00	School day begins
12:00	Toddlers/2's Dismissal (Door Pick-Up)
12:30	3's-Kindergarten Dismissal (Carpool)

*\*It is our hope that we will be able to once again offer Lunch Bunch (Toddlers/2's 12:00-12:30) and Enrichment (3's-Kindergarten 12:30-1:00) later in the school year.*

# Day School Calendar 2020-2021

Updated September 3, 2020

Sept. 10-11	Thursday-Friday	Parent/Student Open House (sign up for time slot required)
Sept. 10	Thursday	6pm Virtual Parent Orientation
Sept. 11	Friday	Teacher Workday-No Students
Sept. 14	Monday	First Day of School
Sept. 14-18	Monday-Friday	11:00 Dismissal for MMO 12:00 Dismissal for Preschool and Kindergarten (no lunch) Regular Schedule Begins for MMO, Preschool, and Kindergarten
Sept. 21	Monday	Regular Schedule Begins for MMO, Preschool, and Kindergarten
Sept. 22-23	Tuesday-Wednesday	Fall Picture Days
Sept. 24-25	Thursday-Friday	Fall Picture Rain Days (if needed)
Oct. 23	Friday	CCSD Half-Day- No School ( <i>weather make-up day if needed</i> )
Nov. 3	Tuesday	Election Day-No School
Nov. 18	Wednesday	9:30 Thanksgiving Program for Threes, Fours, and Kindergarten* 12:00 Dismissal for all ages (no lunch)
Nov. 23-27	Monday-Friday	Thanksgiving Break- No School
Dec. 16	Wednesday	9:30 Christmas Program for Threes, Fours, and Kindergarten* 12:00 Dismissal for all ages (no lunch)
Dec. 17	Thursday	12:00 Dismissal for all ages (no lunch)
Dec. 18-Jan. 1	Friday-Friday	Christmas Break- No School
Jan. 4	Monday	Students return from Christmas Break
Jan. 5	Tuesday	Registration for the 2020-2021 school year opens to returning students, church members, and siblings
Jan. 18	Monday	Martin Luther King, Jr. Holiday- No School
Feb. 12-15	Friday-Monday	Presidents' Day Holiday - No School ( <i>Feb. 12 will be a weather make-up day if needed.</i> )
March 8-12	Monday-Friday	Teacher Appreciation Week
March 29-31	Monday-Wednesday	Spring Picture Days
April 2	Friday	Good Friday - No School
April 5-9	Monday-Friday	Spring Break - No School
May 7	Friday	End-of-the-Year Carnival
May 14	Friday	Rain Date for Carnival if needed
May 26	Wednesday	Last day of school for MWF classes
May 27	Thursday	Last Day of School for all other classes Kindergarten Graduation Ceremony
May 28	Friday	Teacher Workday- No Students

\*It is our hope that we will be able to have our traditional Thanksgiving and Christmas Programs, but these events are subject to change or modification.

# Day School Parent 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 be able to afford a preschool program for their child. Funds raised from the Parent Committee support the school by:

- Providing need-based scholarships.
- Supporting outreach.
- Purchasing special equipment for the school.
- Making 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 2020-2021

Chair	Reid MacEachern
Assistant Chair	open
Spirit Day Organizer	open
Teacher Appreciation Organizer	Natalie Henderson
Carnival Chair	Jessica Silver
Fundraising Chair	Liz Hambright



# Program Descriptions



## Mother's Morning Out (Toddlers and Twos)

In the Toddlers 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 Toddlers classes.

The Twos 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 Twos 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 uppercase 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 they learn 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, and 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 Explode the Code (phonics) and Starfall (handwriting, math and phonics-based reading). 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 two hours or more, the Day School will be closed. *For the 2020-2021 school year, the Day School will NOT be following CCSD for COVID-related closures.*

## Immunizations

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

## Illness

In addition to the information in the 2020-2021 COVID policy, we ask that a child stay home when the following sickness is observed:

- 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 the potential of cross-contamination.

## Items Prohibited at School

The following items may not be brought to school:

- Nuts, marshmallows, hot dogs and balloons can become choking hazards.
- Cowboy boots, cleats, or flip flops (we also 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

Teachers will assist children in our Twos classes with potty training when they are developmentally ready to learn this skill. Children must be fully potty trained and able to handle personal hygiene matters to enroll in our Threes, Fours, and Kindergarten 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 his or 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 who continually exhibits 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 Kindergarteners 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 June 30. Semester payments are due August 1 and December 1. Nine monthly payments are due the first day of each month beginning in August. Payments are accepted by ACH draft from a checking or savings account. Children will be subject to removal from the program if payments are delinquent by two months and other arrangements have not been made.

## Withdrawal

A two week written notice should be given in the event that you choose to withdraw from the program. No part of a monthly tuition payment already made will be refunded. Annual or semester tuition paid in full will be prorated and refunded based on the number of payments that remain in the year or semester at the time of withdrawal.

*The following has been added as of September 1, 2020:*

If notice of withdrawal is given BEFORE the day school starts (This year, on or before September 13, 2020): you will receive a refund of HALF of the monthly payment(s) you have made up to that point (August or August and September).

If notice of withdrawal is given once school begins (This year, September 14, 2020 or later): no part of a monthly tuition payment already made will be refunded, as stated in the withdrawal policy.

If notice of withdrawal is given AND your child no longer attends school beginning the same day, you WILL NOT be responsible for any additional payments, even if a payment is due within your two week notice period.

If notice of withdrawal is given AND your child continues to attend during the two week notice period, you WILL be responsible for any additional payments due within your two week notice period.

## Registration Policy

Registration is open to all. Priority will be given to returning students, siblings of current and former students, 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 there are 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.

