

**ST ANDREW'S**

*Day School*

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*

**2021-2022**

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St. Andrew's Day School  
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## Our Mission and Approach

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.

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) On Fridays dismissal is at NOON

*\*It is our hope to once again offer Lunch Bunch (Toddlers/2's 12:00-12:30) and Enrichment (3's-Kindergarten 12:30-1:00) beginning in the second trimester.*

# Day School Calendar 2021-2022

Current as of July 31, 2021

For the most up-to-date calendar, always refer to our website at [StAndrews.Church/DaySchool](http://StAndrews.Church/DaySchool).

Aug. 30-Sept. 3	Monday-Friday	Teacher Work Week
Sept. 2	Thursday	Parent/Student Open House (morning)
Sept. 2	Thursday	6pm Parent Orientation
Sept. 7	Tuesday	First Day of School
Sept. 7-10	Tuesday-Friday	11:00 Dismissal for MMO 12:00 Dismissal for Preschool and Kindergarten (no lunch)
Sept. 13	Monday	Regular Schedule Begins for MMO, Preschool, and Kindergarten
Sept. 19	Sunday	Back-to-School Picnic
Sept. 21-22	Tuesday-Wednesday	Fall Picture Days
Sept. 23-24	Thursday-Friday	Fall Picture Rain Days (if needed)
Oct. 22	Friday	No School
Nov. 2	Tuesday	Election Day-No School
Nov. 17	Wednesday	9:30 Thanksgiving Program for Threes, Fours, and Kindergarten* 12:00 Dismissal for all ages (no lunch)
Nov. 22-26	Monday-Friday	Thanksgiving Break- No School
Dec. 15	Wednesday	9:30 Christmas Program for Threes, Fours, and Kindergarten* 12:00 Dismissal for all ages (no lunch)
Dec. 16-Jan. 3	Thursday-Monday	Christmas Break- No School
Jan. 4	Tuesday	Students return from Christmas Break
Jan. 11	Tuesday	Priority Registration for the 2022-2023 school year opens to returning students, church members, and siblings
Jan. 17-18	Monday-Tuesday	Martin Luther King, Jr. Holiday- No School
Jan. 18	Tuesday	Public Registration for the 2022-2023 school year opens
Feb. 18-21	Friday-Monday	Presidents' Day Holiday - No School
March 14-18	Monday-Friday	Teacher Appreciation Week
March 28-30	Monday-Wednesday	Spring Picture Days (Stephen Wright)
April 6	Wednesday	9:30 4s/Kindergarten Easter Chapel
April 11-April 15	Monday-Friday	Spring Break - No School
April 18	Monday	Easter Monday - No School
May 6	Friday	End-of-the-Year Day School/Children's Ministry Event
May 13	Friday	End-of-the-Year Day School/Children's Ministry Event (Rain Date if Needed)
May 25	Wednesday	Last day of school for MWF classes
May 26	Thursday	Last Day of School for all other classes 10:00 - Kindergarten Graduation Ceremony
May 27	Friday	Teacher Workday- No Students

**STANDREW'S**

*Day School*

# Policies and Procedures

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



## Illness

Please refer to the SC DHEC School-Childcare Exclusion List at <https://scdhec.gov/health/child-teen-health/school-exclusion> for an extensive explanation of common childhood illnesses and how we will address them at the Day School.

In addition, we will enforce the following policies:

- Children must stay home when the following is observed:
  - Fever greater than 100.4 (excluded for 24 hours after fever has broken without fever-reducing medication)
  - Any vomiting or diarrhea (excluded for 24 hours after vomiting and/or diarrhea stopped without medication)
  - Excessive coughing, excessive discharge around or in the eyes or nose, unexplained rash that affects their behavior at school

If a child has a condition that causes any of these symptoms (ex. carsickness, allergies) documentation from the child's pediatrician will be required.

- We reserve the right to contact parents on a case by case basis concerning any child's physical, mental or emotional health and well-being. We want to ensure that your child has a positive experience during these formative school years. A child who is feeling "off" or not feeling him/herself will not be fully engaged and we want to make sure that they are happy at school!
- No medications are administered at school, outside of emergency medications needed for severe allergic reactions.
- If a child shows signs of sickness during the school day, the teacher will contact the parents and the child will be sent home.
- Please refer to the Covid Policy for specific guidelines regarding Covid.

## Immunizations

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

The Day School accepts Immunization Exemptions for medical or religious reasons. We must have a copy of your exemption form on file no later than September 30.

*If there is an outbreak of a vaccine preventable disease in your child's daycare or school, and your child has not been vaccinated against that disease, your child may have to be excluded from school for their protection until it is determined that it is safe for your child to return.*

<https://scdhec.gov/exemptions-school-vaccine-requirements>

## Covid Policy

For the comprehensive guidelines about our Covid Protocols, please see the 2021-2022 Covid Policy.

These guidelines will stay in place for an undetermined amount of time and may be revised or rewritten at any point. Parents will be notified as changes are made.

## Allergies

For children who have severe/life-threatening allergies, we require that a detailed Allergy Emergency Plan form is filled out and submitted before the first day of school. This should include a recent photo of your child. For the safety of a child with severe/life-threatening allergies, this information is displayed in the child's classroom, in the teacher work room, and in the front 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.

## 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.

For minor injuries that occur while at school, teachers will fill out an Injury Report Form and send a copy home with the student. Parents will be called if deemed necessary.

## Items Prohibited at School

The following items may not be brought to school:

- Nuts, marshmallows, hot dogs, popcorn, balloons and other choking hazards.
- Cleats or flip flops (we also ask that you send your child in socks especially with sandals or Crocs.)
- Chewing gum.
- Toy guns or weapons.
- Food containing peanut products when providing snacks or treats for birthdays and classroom parties.

## 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 2021-2022 school year, the Day School will NOT be following CCSD for COVID-related closures.*

## Potty Training

Teachers will assist children in our Twos classes with potty training when they are developmentally ready to learn this skill. For more information on how we as a school will support families as they potty train their children, please refer to our Potty Training Tips and Guidelines.

Children must be fully potty trained and able to handle personal hygiene matters to enroll in our Threes, Fours, and Kindergarten classes. This includes going into the bathroom independently, pulling their clothes up and down, and washing their hands before rejoining their class.

## 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 more intervention including but not limited to time in the front office, being sent home early, a conference between the student, parents, teachers and Director, or dismissal from the program.

- **Biting** is a normal part of childhood development but not a socially acceptable behavior, especially once a child reaches preschool age (3s-K). For our Mother's Morning Out students (Toddlers-2s), biting will result in immediate removal from the situation. For our preschool children, biting will result in immediate removal from the classroom, and parents will be called to pick up their child. If it is a persistent behavior, the parents, teacher and Director will work together to form a preventative plan.

## Field Trips and Transportation

Threes, Fours and Kindergarteners may go on field trips only if each child's parent or guardian can drive them. This creates a safer environment giving a 1:1 ratio (not including the teachers). 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. Teachers are not permitted to drive any student, unless they are related.

## 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. A form is given at Open House indicating any person authorized to pick up your child. A copy of each child's form is kept in the front office and in the classroom.





## 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.

If notice of withdrawal is given BEFORE the day school starts (This year, on or before September 6, 2021): 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 7, 2021 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 runs for two weeks. The first week is considered Priority Registration for returning students, siblings of current and former students, and church members. During this week, placement will be made in the following order: (1) returning students, (2) siblings of current students, (3) church members and (4) siblings of former students. The second week is considered General Registration and is community-wide. All registrations received during week 2, regardless of 2021-2022 enrollment, are entered into a lottery to decide placement.

The director does have the discretion to balance classes as needed. To retain priority status, applications must be returned by the stated deadlines (week 1). 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.

# 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 2021-2022

Chair  
Assistant Chair  
Spirit Day Organizer  
Teacher Appreciation Organizer  
Carnival Chair  
Fundraising Chair

