



Rolly Pollies Preschool

2017/2018

Parent Handbook

Rolly Pollies Summerville
9730 Dorchester Rd.
Summerville, SC 2948

www.RPsummervilleSC.com

rollypolliessc@gmail.com

(843) 261-0020

Rolly Pollies Preschool Handbook

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General Information

Rolly Pollies Mission Statement

To develop children physically, intellectually and socially in order to build the self-esteem and confidence needed for a healthy and successful life.

Preschool Days and Hours of Operation

School Year: September 5 through May 24

Class Time: 8:30 am to 12:00 noon

First Day of School:

- Tuesday, September 5, 2017 for our 3-Year-old class
- Wednesday, September 6, 2017 for 4-Year-old class

Last Day of School & Graduations:

- 5/23/18 for 4-year-old class
- 5/24/18 for 3-year-old class

School Holidays and Closings

Rolly Pollies follows the Dorchester District II school calendar when it comes to *holidays* and *emergency closings*, not their policy on make-up days. Rolly Pollies preschool is a private tuition based program, therefore we do not offer make-ups or prorating for our preschool; holidays, vacations, illnesses or any other conditions beyond the control of Rolly Pollies. Should DD2 schools be closed for an extended length of time, we may choose to re-open before they do (provided conditions are safe and do not directly affect us) or use “staff work days” as our built-in make-up days if necessary. We will not add on make-up days past the date of graduation.

If you suspect the possibility of cancelations, please listen to your local news and Rolly Pollies of Summerville FB page. Emails will also be sent alerting you of cancelations.

No Preschool on the following days:

October 23rd	Teacher Staff Day
November 22nd – 24 th	Thanksgiving Break
December 20 th – January 1st	Christmas Break
January 2 nd	Teacher Staff Day
January 15 th	MLK Day
February 19 th	Presidents’ Day
March 16 th	Teacher Staff Day
April 2nd – 6th	Spring Break

Attendance Guidelines

1. Rolly Pollies preschool program operates Monday – Friday from 8:30 am to 12:00 noon September 5th – May 24th. Three-year-old's attend Tuesday & Thursdays. Four-year-old's attend Monday/Wednesday & Friday. These dates are only for the Rolly Pollies preschool program. All other programs such as Open Gym, gymnastic classes etc. will operate year-round.
2. **Please bring a copy on your child's immunization records by the first day of school.** As your child receives updated immunizations, please submit new copies to us.
3. Rolly Pollies must keep an emergency contact form on file for your child's safety. Fill out the emergency contact information as soon as possible and return it to your child's teacher.
4. Children aged 3 to 5 years by September 1st and *fully* potty-trained may attend RP.
5. All children *must* be potty-trained (no pull ups) and self-sufficient in the bathroom. We know accidents may happen, so we ask that all students keep an extra set of clothes at Rolly's *just in case*. Your child's clothes should be kept in a labeled baggie and will be stored in the classroom for his/her use.
6. We play and exercise in our gym every day. Please make sure your child is prepared in comfortable clothes. Girls must wear shorts or leggings (not the same as tights) under skirts and dresses as we do a lot of tumbling.

Arrival and pick-up Procedures

***NEVER LEAVE CHILDREN UNATTENDED IN CARS OR ON SCHOOL GROUNDS!
NEVER LEAVE YOUR CAR RUNNING UNATTENDED. SAFETY FIRST!***

Preschool Arrival: Class begins promptly at 8:30 AM. Please do not arrive before 8:15 as children will not be allowed in the room before 8:20/8:25am. Once in the room they will put their things away and get settled. At 8:40 the class will go into the gym together to begin their day.

Parents, upon arrival, you will need to sign your child in at the front desk and have a seat in the lobby until the teacher calls them in. Once the teacher opens the classroom door, we suggest a quick kiss & hug good-bye and then let them go. Some children have an easier time with separation than others and that's okay, we can handle it. 😊 Tears are a normal part of "goodbyes" in the beginning, but let us assure you, it will be easier for all if you keep it short and sweet. You are welcome to sit in our lobby for a bit or call us to check how your child is doing if that would make you feel more comfortable. However, if you choose to sit in the lobby for a short bit, it's best that they don't see you, as this only makes the transition more difficult. Your teacher or another staff member will call you if there are any problems.

Preschool Pick-up: Dismissal is at 12:00 noon. When you arrive, you will sign your child out at the front desk and have a seat in the lobby. If someone other than your child's usual ride home will be picking them up, notify the teacher by sending a note in their communication folder. Anyone other than a parent picking up a child should be prepared to show a picture ID before we will release your child.

***Contact Numbers are on your sign-in /out sheets. If you will not be at this number, please leave another number where you can be reached.**

Policies

ILLNESS: It is important for the children and staff at RP that contagious bacterial or viral infections are not spread throughout the school. If your child has a fever, cold, sore throat, chesty/dry/hacky cough, or a runny nose with dark yellow or green mucus (even without a fever), or any other contagious conditions such as chicken pox or conjunctivitis, please keep him/her home. We are required to send your child home in such cases and will have to call you to come and pick them up from RP. RP does not provide care for mildly ill children and will not administer medicine.

Should your child become ill after arriving at RP, we will call you immediately. Before returning to school, your child must be fever-free for at least 24 hours. Your cooperation with this matter will enable us to provide a safe and healthy environment for everyone.

ADMINISTRATION OF MEDICATION: We cannot administer medications. However, if your child has an epi pen or inhaler for emergencies we will assist or administer emergency treatment.

EMERGENCY MEDICAL PLAN: If there is a life-threatening emergency with your child we will follow these procedures. We will provide life saving techniques, Call 911, notify parent/care-giver and have an RP staff member accompany your child to Summerville Medical Center.

INJURIES: Scuffed knees, bumps and “boo-boo’s” happen and will be treated **promptly** by the teacher and/or Director. Our classroom is equipped with a first aid kit and plenty of TLC. Parents will be informed of any incident that requires special attention. An injury report is kept on file and is available to parents for their information.

SECURITY: Once your child is in our care, he/she will not be allowed to leave with anyone except parents unless designated in advance in writing. These names must be indicated on the emergency information card that is kept on file. Anyone picking up a child should be prepared to show a picture ID before we will release your child.

SIGN IN/SIGN OUT SHEET: Each child needs to be signed in and out by a parent or caregiver each day. Our staff will recognize your child’s arrival and departure. Any special instructions for pickup should be discussed with the teachers as well as the front desk.

CONFIDENTIALITY POLICY: The staff and administration of Rolly Pollies assures the privacy of the children and families that are enrolled in our center. We will not share any of your personal information with anyone not authorized.

Policies Continued

LUNCH: Children should bring a healthy lunch and drink each day. Bringing in their own food ensures a greater likelihood they will eat as well avoid any issues for those with food allergies. Your contributions are essential in enabling us to keep our tuition low. Please limit sweets, no candy please! We will encourage all healthy foods be eaten before they open treats.

BIRTHDAYS: RP will allow each teacher to designate her birthday classroom policies. Please talk with your child's teacher to find out how a birthday celebration can blend in with her lesson plans.

WEBSITE PICTURES: We do maintain a Rolly Pollies website and FB page. Your child's photo might be on the site. We have photo release forms for you to sign (at the bottom of general student registration form). Please be sure to turn in the form so we can respect your wishes. Many families find this a wonderful way to enjoy a sneak peek into their child's day!

FIELD TRIPS: We do not take field trips, however are fortunate to have educators from the fire and police departments as well as children's dentistry visit our classrooms throughout the year. Children really look forward to these special days!

POTTY TRAINING - 3 AND 4 YR OLDS: It is Rolly Pollies policy that all students be fully and DEPENDABLY potty-trained prior to enrollment. We do not assist with personal bathroom needs such as wiping bottoms however, we can assist with buttons and zippers if needed and hand washing. If a child has multiple accidents, we will give you a 2-week grace period, to work with your child to become DEPENDABLY potty-trained. If they are still having accidents after this time, they will not be allowed to continue the program and no refunds will be made. If your child becomes dependably potty-trained and space is still available, your child may return to the program. Note: we cannot hold spots, it's first come first serve. If a child has a number two accident and your child is unable to clean him/her self you will be called as policy does not allow us to assist in wiping. Please be sure your child is truly potty-trained and capable of handling their own bathroom needs before you enroll. It can be embarrassing for children and taxing on teachers to struggle with this and we hate to turn anyone away.

REGISTRATION: To plan for each school year, Rolly Pollies begins registration in February for the following year. Application and registration fees are non-refundable, non-transferable and due at the time of registration to secure your child's spot. Registration forms are accepted in this order:

- 1st: Parents currently in the Rolly Pollies preschool program receive priority registration.
- 2nd: New families (Open to the public) registration opens 2 weeks after priority registration.

Disciplinary Action

Fortunately, with children at this age, discipline is not usually a serious problem. However, all children like to test boundaries at times. Each teacher will have a behavior management plan in the classroom which consists of progressive consequences for misbehavior. Usually a warning is all that is needed to discourage inappropriate behavior.

Inappropriate behavior consists of, but is not limited to the following:

1. Any actions that may cause harm to a child or another child or teacher (i.e., spitting, hitting, throwing objects, biting or kicking)
2. Aggressive, disrespectful, or inappropriate language toward another student or teacher.
3. Defiant behavior that interferes with a teacher's ability to provide a productive and safe classroom environment.

If the behavior continues after a warning has been issued, a period of "time-out" is employed (no more than one minute per year of age.) This generally gives the child time to think about his/her actions. If more than three "time-outs" are required over the course of a single day, the child will be removed from the classroom and the Director or office manager will contact the parents to pick up your child for the day.

If a child continues to require "time-outs" for the same offense, the teacher will ask the Director or office manager to help manage the misbehavior. The Director and office manager have the authority to decide if the behavior is too disruptive for re-entry to the class and may call the parents to take the child home for the remainder of the day.

Occasionally, a Parent/teacher conference is necessary to discuss this behavior and make a discipline plan of action. If after a parent/teacher conference is put in place and appropriate goals are set, a child continues to be a threat to the productivity and safety of the classroom, the Director has the authority to dismiss the child from the Rolly Pollies preschool program.

Parents are encouraged to request conferences from their child's teacher if a situation arises that cannot be taken care of through regular channels of communication.

Rolly Pollies Tuition and Payment Policies

Age	Days	Pricing
3 years	Tuesday & Thursday	\$190
4 years	Monday, Wednesday, Friday	\$275

Application & Registration Fees: A non-refundable, non-transferable \$85 application fee plus \$20 annual registration fee (per child) is required upon enrollment to secure your child's placement. Returning students receive a discounted application fee of \$75 if received by Feb. 12th, 2017. Space is limited to a first come first serve basis. These fees cover t-shirt; school supplies, and daily costs of operations for the 2017/2018 school year.

Payment Terms/Refunds: Tuition Payments for the year may be paid in full (payments in full receive 5% discount), or monthly. **First tuition payment plus annual will be due August 1st.** Monthly payments are due on the 1st of each month beginning in August and final payment in April. There are 9 payments in all. If the 1st of the month falls on a weekend, it will be due the following Monday (late fees do not apply if the 1st is a weekend, so long as it is paid by the following Monday. Payments can be made in person or by phone. A late fee of \$10 will be applied to late payments. If a check is returned due to NSF, you will be responsible for the payment plus any bank fees that may be incurred. Students enrolling after August 1st, 2017 must pay application fee, registration fee and tuition in full.

Refunds: Rolly Pollies preschool program does not allow make ups or offer discounts for vacations, illness, inclement weather or other legitimate conditions beyond the control of Rolly Pollies. This policy is necessary to maintain your child's place in this program.

Discounts: We offer a 5% discount for additional siblings. This is deducted off sibling's tuition and cannot be combined with other discounts or promotions. (Discounts do not apply to \$20 annual registration fee or application fee). Tuition has been broken down into 9 easy payments so there is no pro-rating for holidays.

Cancellations: For cancellations prior to September 1st, 2017 tuition, less the \$85 application and \$20 registration fee, is refundable. The application and registration fees cannot be refunded. For cancellations *after* September 1st, 2017, the total tuition including application and registration fees are forfeited unless circumstance is deemed dire. Circumstances are reviewed on a case by case basis by Rolly Pollies senior management.

Permission to Participate: Parents and guardians grant their child permission to participate in all class and gym activities and understand that accidents and injuries may occur in the natural course of participation in such activities. In the event of an injury first aid will be **promptly** given and parents will be notified.

Exclusive Preschool Benefits (Effective 9/1/17 – 6/1/18)

***All preschoolers receive *one* free RP t-shirt!

***5% discount off preschool tuition of an additional sibling

***10% discount off Birthday Party for *preschool student only* (cannot be combined w/other discounts or promotions)
Party must be booked between Sept. 1, 2017 and June 1st, 2018. Book in advance for summer birthdays!

***10% discount on 9 week classes for preschooler *and* siblings!

Curriculum Guidelines

Rolly Pollies incorporates a balance of academic based curriculum that utilizes individual units of study to promote age appropriate learning opportunities through periods of structure, free play and gym time. Educators tell us that play has long been considered the business of children. Children learn and develop in stages, but all children do not reach these stages at the same chronological age. Therefore, the curriculum is flexible to allow each child to learn at his own level and rate.

Classrooms utilize centers during the day to reinforce the theme for the week. Both hands-on experiences and a wide variety of manipulatives are encouraged to reinforce concepts and ideas. Our teachers teach to the 3K and 4K SC standards and incorporate Handwriting Without Tears into our program. We are fortunate to be able to carry these concepts and learning ideas into our gym! Theme-related classroom visitors are an important part of our curriculum.

Our preschool provides opportunities which encourage each child's physical, emotional, social and intellectual growth and to develop a positive attitude.

Volunteer Opportunities

We realize that parents are very busy, whether they work outside the home or have chosen to stay at home. We often need parents to help with parties, events, and other activities. Your child's teacher may also need help with special projects from time to time. Please let us know if your schedule can accommodate activities planned in your child's class. If you have a special talent you would like to share with the children, or would like to lend a helping hand, please contact your child's teacher.

Below is a list of volunteer opportunities that have been identified to help our program at large:

1. Teacher Helpers – Our teacher helpers may assist teachers by preparing crafts ahead of time for any week. Example: cutting, making copies etc.
2. Substitutes – Would you like to be on our substitute list? It's rare, but occasionally we may need loving and caring substitutes when our staff needs a day off or is ill.
3. Volunteer to send in things for parties such as plates & napkins, treats etc.

Please read this handbook carefully to avoid any misunderstandings,
sign below and return this page to Rolly Pollies by the first day of school.

By signing below, I _____, parent of _____
confirm that I have read, understand and agree to the terms of the 2017/2018
preschool enrollment and regulations as stated in this handbook.

Signature of Parent or Guardian

Date

