



## 2019 – 2020 Parent Handbook



### Our Mission

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



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# Rolly Pollies Preschool Handbook

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*\*This page must be signed and submitted by the first day of school.*

# General Information

## Preschool Days and Hours of Operation

School Year: September 3, 2019 through May 28, 2020

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

### **First Day of School:**

- Tuesday, September 3, 2019 (3-Year-old class)
- Wednesday, September 4, 2019 (4-Year-old class)

### **Last Day of School & Graduations:**

- 5/27/20 for 4-year-old class
- 5/28/20 for 3-year-old class

## School Holidays and Closings

Rolly Pollies follows the Dorchester District II school calendar for *holidays, staff days* and *emergency closings*. We are a private tuition-based program and do not offer make-up days or prorating for holidays, vacations, illnesses, emergency school closings or any other conditions beyond the control of Rolly Pollies. However, we hate for kids to miss school, so we have pro-actively added 3 extra days into our preschool calendar this year (see below) to help accommodate for any possible weather closures to come. We will not add additional make-up days beyond this or past the date of graduation. If there are no closures this year, count these extra days as a bonus! 😊

**Below are days DD2 is off that Rolly Pollies preschool will be open:**

***November 11 Veterans Day      January 20<sup>th</sup> MLK Day      February 17 President's Day***

**Weather Closings:** Should DD2 schools close due to weather, Rolly Pollies will follow suit as safety is our number one concern. Should DD2 be closed for an extended length of time for reasons that do not affect Rolly Pollies such as bussing, we may choose to re-open before they do provided conditions are safe for staff and students. You will be notified of changes. If you suspect the possibility of cancelations, please listen to your local news and check Rolly Pollies of Summerville FB page, emails and Class Dojo app for updates.

## Children do NOT have Preschool on the following days:

October 18th	Teacher Staff Day
November 27th – 29 <sup>th</sup>	Thanksgiving Break
December 23 <sup>rd</sup> – January 3 <sup>rd</sup>	Christmas Break
January 17 <sup>th</sup>	Staff Day
February 14 <sup>th</sup>	Staff Day
March 23 <sup>rd</sup>	Staff Day
April 10 <sup>th</sup> – 17 <sup>th</sup>	Spring Break
May 25 <sup>th</sup>	Memorial Day

# Attendance Guidelines

1. Rolly Pollies preschool program operates Monday – Friday from 8:30 am to 12:00 noon September 3<sup>th</sup> – May 28<sup>th</sup>. 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 and may not observe the same days off.
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 ages 3 to 5 years by September 1<sup>st</sup> who are *fully and dependably* potty-trained may attend RP. Please see page 4 regarding our Potty-Training Policy.
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 Rollies *just in case*. Please put your child's clothes in a labeled storage bag which can be left with us and stored in the classroom for his/her use.
6. We play and exercise in our gym daily. 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:** Doors will open at 8:15 AM. We ask that you do not arrive before this time. Students will be allowed in the classroom at 8:30 AM, not before as this is your teacher's time to prepare for the day. Should you arrive early please help your child put their things in their cubby and wait in the lobby for your teacher to welcome the children into the classroom or gym. We ask that parents do not enter the classroom at drop off time, as this can make the transition harder on your child. Also, please understand that our teachers primary focus in the morning is welcoming your child and all the children coming to preschool that day. For this reason, we ask that you do not engage in conversations that could be saved for later or sent as a note in your child's folder. Teachers check folders daily, so this is a great way to share information.

**Signing In:** Upon arrival, you will need to sign your child in at the front desk. Wait with your child until a teacher or helper takes them into the room. Never leave a child unattended or send them into the building alone.

**Saying Goodbye:** A quick kiss & hug good-bye is always best. Lingering can reinforce a child's fear that school is bad. Develop a good-bye ritual. This could be anything you and your child decide on, such as a special hug or handshake followed by a "See you later, alligator!" Once you've said your goodbyes, it's best to skedaddle so that your child doesn't become preoccupied by your presence.

**Preschool Pick-up:** Dismissal is at 12:00 noon. When you arrive, you will sign your child out with the teacher or assistant 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. Please do not enter the gym area.

**Late Pick-Up Fee:** We understand that sometimes life happens. If you are going to be late, we ask that you please call. If, however arriving late becomes a frequent occurrence, you will be charged a late pick up fee of \$5 for the first five minutes and \$1 for every minute thereafter. Please do your best to be respectful of our pick-up time as our teachers have responsibilities of their own to attend to before they leave and families who are relying on them. Thank you!

**Contact Numbers:** Your contact information is written on your sign in / out cards. Please verify all information is correct, if it is not please let us know so we can make the necessary changes. These are the numbers and emails we will use should we need to contact you. If you will not be at the number(s) you provided, please leave another number where you can be reached while your child is in preschool.

# 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, diarrhea 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. Before returning to school, your child must be fever and symptom free for at least 24 hours. Your cooperation with this matter will enable us to provide a safe and healthy environment for everyone. Rolly Pollies does not provide care for mildly ill children and will not administer medicine.

**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-boos” 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 a copy of this form is available to parents.

**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. Children get excited at dismissal time when they see their mommies and daddies and they want to run to you. Please help us to teach them the importance of waiting for their teacher to dismiss them. There are many children and safety for all is priority.

**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.

**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 and share with family!

## 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. Please limit sweets, **no candy** please! We will encourage all healthy foods be eaten before they open treats. They will be given 30 minutes for lunch; this includes clean up as well. Any food not finished or opened will be sent home. On that note, sometimes kiddos like to “do it themselves” and put things away before they are closed or sealed. This can create a messy surprise for you when you get home. We do our best getting around the room to assist with opening and closing containers, but should you find their “special surprise” consider acknowledging their efforts and help teach them how they might do it even better the next time. It’s a team effort. 😊

**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.

**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 and most recently the SC aquarium visit our classrooms throughout the year. Children really look forward to these special days!

**POTTY TRAINING:** Rolly Pollies requires 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, you will be given a 2-week grace period, to help your child to become DEPENDABLY potty-trained. If accidents continue after this time, you will unfortunately be asked to leave the program. No refunds or credits will be made. Your child is welcome to re-enroll should they become fully potty trained and space is still available. Please understand, we cannot hold spots, it’s first come first serve. You will not be charged a new registration fee.

**A #2 Accident:** If your child has a number two accident and is unable to clean him/herself, you will be called to come in - as again our policy does not allow us to assist in wiping. For health and sanitary reasons, children will not be allowed in the gym until soiled clothes are changed. If there is a potty accident and the child can wipe themselves, we will of course help them change into clean clothes. *Please be sure your child is truly potty-trained and capable of handling their own bathroom needs before you enroll. We hate to have to turn students away, it can be embarrassing for the child and taxing on teachers and parents.*

**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:

1<sup>st</sup>: Parents currently in the Rolly Pollies preschool program receive **priority** registration.

2<sup>nd</sup>: 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. Your 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. We like to focus on the positive!

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

1. Any actions that may cause harm to the 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 three or more "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

**Application & Registration Fees: Required upon enrollment to secure placement.** A non-refundable, non-transferable \$95 application fee plus \$30 annual registration fee (per child) is required to secure your child's placement. Returning students receive a discounted application fee of \$80 if received by Feb. 14<sup>th</sup>, 2020. Space is limited to a first come first serve basis. These fees cover t-shirt (also used for graduation); school supplies, and daily costs of operations for the 2018/2019 school year.

**Payment Terms: The first tuition payment and annual are due by Sept 1, 2019.** If the 1<sup>st</sup> of the month falls on a weekend, it will be due the first business day following. Invoices are sent home one week prior to the due date as a reminder. We accept cash/checks/charge. A **\$30 late fee** will be charged for payments not received by the due date and for checks returned due to NSF. Students enrolling after August 1<sup>st</sup>, 2019 pay application fee, registration fee and tuition in full. Tuition has been broken down into 9 easy payments so there is no pro-rating for holidays.

Age	Days	Pricing
3 years	Tuesday & Thursday	\$200
4 years	Monday, Wednesday, Friday	\$280

**Auto Payments:** Avoid late fees. With your permission we can automatically charge your credit or debit card each month and email a copy of your receipt. Ask for a form if you'd like to take advantage of this option.

**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 placement. If you need to withdraw from the program for any reason, we ask you provide 30 days written notice.

**Sibling 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 \$30 annual registration fee or application fee).

**Cancellations:** For cancellations prior to September 1<sup>st</sup>, 2019: full refunds will be given less the \$95 application and \$30 registration fee. The application and registration fees cannot be refunded. For cancellations *after* September 1<sup>st</sup>, 2019, 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.

## Curriculum Guidelines

Rolly Pollies incorporates a balance of academic and play based learning that utilizes individual units of study to promote age appropriate learning opportunities through periods of structure, free play, art & music and gym time. 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. Sensory play is one of our favorites and kids love it! 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.

## Volunteer Opportunities

We realize that parents are very busy, whether they work outside the home or not. We occasionally 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 signing below, I \_\_\_\_\_, parent of \_\_\_\_\_  
confirm that I have read, understand and agree to the terms of the 2019/2020  
preschool enrollment regulations and policies as stated in this handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Day