



2020 – 2021 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.



Rolly Pollies Summerville
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Rolly Pollies Preschool Handbook

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General Information

Preschool Days and Hours of Operation

School Year: August 31, 2020 through May 25, 2021

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

First Day of School:

- Monday, August 31, 2020 (4-Year-old class)
- Tuesday, September 1, 2020 (3-Year-old class)

Last Day of School & Graduations:

- 5/24/21 for 4-year-old class
- 5/25/21 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*. Should DD2 schools close due to weather, Rolly Pollies will follow suit as the safety of our students and staff is our number one concern. If you suspect the possibility of cancelations, please listen to your local news and check Rolly Pollies of Summerville FB page or your Class Dojo app for updates. 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 to do so for staff and students. You will be notified of any changes.

Rolly Pollies is a private tuition-based program and does 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 may allow staff days to be utilized as make ups if deemed necessary.

Should we ever again encounter an extended closing like the recent coronavirus pandemic, online schooling will be provided. Should at any point during the school year you choose or are unable to continue for any reason, a 30-day notice is required regardless of the circumstances.

Children do NOT have Preschool:

September 7 th	Labor Day
October 16 th – 17 th	Staff Day (3K and 4K)
November 3 rd	Election Day / Staff Day (3K)
November 23 rd	Staff Day (4K)
November 24 th – 27 th	Thanksgiving Break
December 21 st – January 1 st	Winter Break
January 11 th – 12 th	Staff Day (3K and 4K)
January 18 th	MLK Day
February 15 th	President's Day
March 15 th - 16 th	Staff Day (3K and 4K)
April 5 th – 9 th	Spring Break

Attendance Guidelines

1. Rolly Pollies preschool program operates Monday – Friday from 8:30 am to 12:00 noon August 31st – May 25th. When you enroll it is with the expectation that it is for the full term/school year. A 30-day written notice is required should you need to leave the program for any reason, i.e. a move, job change etc. If your last day falls mid-month, tuition may be pro-rated provided proper notice was given.
 - Three-year-old's attend Tuesday & Thursdays: 8:30 – 12:00
 - Four-year-old's attend Monday/Wednesday/ Friday: 8:30 – 12:00
2. Please bring a copy on your child's immunization records by the first day of school. If your child does not receive immunizations, an exemption letter is required.
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 1st who are *fully and dependably* potty-trained may attend RP. Please see page 4 regarding our Potty-Training Policy.
5. Children must be *fully and dependably* potty-trained (no pull ups) and self-sufficient in the bathroom. Please read page 5 regarding this policy. We know accidents happen, so we ask that all students keep a change of clothes at Rollyies *just in case*. Place clothes in a labeled storage bag and we will store them in our 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. Parents are asked not to linger in the lobby.

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 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. Should a child be exposed to someone positive for Covid or themselves contract it, please notify us immediately and self-quarantine until the appropriate amount of time has passed. Sorry but there are no discounts on tuition for days missed. Your cooperation with this matter will enable us to provide a safe and healthy environment for all.

ADMINISTRATION OF MEDICATION: Rolly Pollies does not provide care for mildly ill children and will not administer medicine. 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. For boo boos requiring more than a band aide, an injury report is made and kept on file. A copy of this will be 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 these sites. 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 encourage all healthy foods be eaten before they open treats. They will be given 30 minutes for lunch; this includes clean up. 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 all students to be *fully* and DEPENDABLY potty-trained prior to enrollment. Our classrooms are not equipped to handle children not dependably potty-trained. Accidents can be very time consuming and take away from the instructors focus on the classroom. If a child has two accidents in one day, you will be notified to come and pick up the child for the remainder of that day. If a child continues to have frequent accidents on a daily basis, the preschool staff may ask you to remove the child from the preschool program until complete toilet training is achieved. If you are asked to pull your child from the program, they will be welcomed back, space permitting (we cannot hold spots) once they have successfully achieved toilet training. You will not be charged a new enrollment fee. Our Definition of Potty-trained:

- Child no longer wears diapers or disposable underwear (pull-ups)
- Child can tell the teacher when they need to use the restroom and do so without help.
- Child can attend to his/her own hygiene (wipe on their own). We *do not* wipe bottoms.

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 7 to 10 days 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. After, teachers will talk with the student about why their behavior resulted in a time out and how they can better handle (whatever the situation was) better in the future.

If a child's actions are severe or they continue behaviors that require multiple "time-outs" in a single day, the Director or office manager may be asked to help manage the misbehavior. If the behavior is too disruptive for re-entry to the class, the parents will be called and asked to take the child home for the remainder of the day.

Occasionally, a Parent/teacher conference is necessary. Together a plan will be drafted and appropriate goals put in place with an agreeable timeline for changing the disruptive behavior. If the child shows little or no improvement by the agreed time and 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 for the remainder of the year.

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* \$120 application fee is required to secure your child's placement. Returning students receive a discounted application fee of \$90 if received by Feb. 10th, 2020, \$99 if received after Feb. 10th but no later than Feb. 17th. Space is limited to a first come first serve basis. These fees help cover costs of school supplies, parties and daily operating expenses for the 2020/2021 school year.

Payment Terms: The first tuition payment and \$30 annual registration fee (per child) are due by August 28, 2020. Tuition is broken into 9 equal monthly payments due the last business day of each month August 2020 through April 2021. Invoices are sent home in your child's folder one week prior. We accept cash/checks/charge and auto pay. 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 31st, 2020 will be required to pay application fee, registration fee and tuition in full.

***Tuition is broken into 9 payments due on the last business day of each month: August through April**

Holidays and breaks have already been factored so monthly tuition remains the same month to month. We do not prorate.

Age	Days	Pricing
3 years	Tuesday & Thursday	\$206
4 years	Monday, Wednesday, Friday	\$288

Auto Payments: Avoid late fees. With your permission we can automatically charge your credit or debit card each month and email or text a copy of your receipt. Ask for a form if you'd like to take advantage of this option. 90% of our families choose this option.

Refunds: Rolly Pollies preschool program does not offer make ups or 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. When you enroll in this program it is with the intention that it is for the full school year. **If you need to withdraw for any reason, 30 days written notice is REQUIRED** prior to your child's last day if you wish to avoid further charges.

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 August 28th 2020: full refunds will be given on tuition paid; however, the application and registration fees are non-refundable and non-transferable. For cancellations *after* September 1st, 2020, 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/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. Because of our gym space, we are fortunate to be able to carry these concepts and learning into physical learning! Example: jumping in and out of shapes while naming them combines; shape recognition skills, spatial awareness and the ability to follow multiple step instructions. Theme-related classroom visitors are an important part of our curriculum as well.

Should schools be mandated to close for COVID-19 we are prepared to continue our program through online learning. This will still include educational lessons, stories, crafts and daily exercise. Please understand, tuition payments will not change and are still due on the last day of each month. If for any reason you choose not to continue, per our policy, you are still required to provide a full 30 days written notice.

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 request 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 let us know!

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

Once you've read this handbook in its entirety please sign below and return this page (p.9) to Rolly Pollies prior to the first day of school.

Thank you

By signing this, I _____, parent of _____
(Print parent/guardian's name) (Print Child's Name)

confirm that I have read, understand and agree to the terms of the 2020/2021 preschool enrollment regulations and policies as stated in this handbook.

I am enrolling with the intent that my child will be attending the full school year and agree to provide the required 30 days written notice should I choose to remove my child from Rolly Pollies preschool program for any reason. _____
(Initial)

I have read and understand Rolly Pollies preschool policy on potty training and understand that if my child has frequent accidents, I may be asked to remove them from the program until successful toilet training has been achieved. I further acknowledge that my spot cannot be held but that if space remains, I can return without additional registration fees. _____
(Initial)

(PRINT parent/guardian's name)

(Signature of Parent or Guardian)

Date