



Preschool Parent Handbook

2023-2024

WELCOME

WELCOME to the Coast to Coast Family!

Thank you for choosing Coast to Coast Preschool for your childcare needs. We consider your decision a huge honor and a great responsibility.

We pray for each family that is sent our way. You are no exception!

This booklet will let you know more about Coast to Coast Preschool. It will explain the why and how of what we do. It will spell out important information and policies that you will need to know.

However, the most important thing that we would like to convey is this:

We exist very simply because we care about you and your family. If there is anything our staff can do to better serve you, please let us know.

God bless you,

Cherie Vance

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MISSION

We will provide safe and excellent pre-school education and care that makes a difference. What does that mean?

Safe - We recognize that the **safety** of your child is the most important thing. We will constantly implement procedures that will protect the environment for your child. Some examples are: staff screening and background checks, staff training, staff to child ratios, environmental safety, planned and prepared activities.

Excellent - The long-range goals for our preschoolers are to foster a love for learning, to develop problem solving skills, and to sharpen communication skills. We will use the South Carolina Curriculum Standards as our guide. We will use the ABeka Christian School Curriculum as a resource. Karyn Hensley's Bible Time and Creative Curriculum will also be used. Our preschool will include a variety of whole group, small group and individual instruction times. We will use calendar to give us real world applications with math skills. Students will also receive explicit phonics instruction daily integrated with shared reading and interactive writing. Studies show that preschool age students learn and retain information best when learning is integrated into play. We will use our daily center times to work with students on a variety of science, math, and literacy skills. Bible instruction is also a fundamental part of our instruction.

Difference -

- We are a Christian organization. We want to introduce your child to the foundations of the Christian faith, including a relationship with Christ. We have Bible story instruction and prayer daily.
- We believe positive social development and self-esteem are critical to learning positive behavior. It is our goal to create an environment where children are treated with respect and in turn are expected to treat others with respect.
- We will offer real life experiences to our students. Field trips, in class guests, and ministry projects will be implemented regularly throughout the school year.
- We teach the age-appropriate state-mandated standards to each child. This practice will ensure your preschooler is prepared for kindergarten.

If we are successful in these areas we will have succeeded in making a difference in the life of your child!



TOP SEVEN THINGS YOU NEED TO KNOW

1. Your Child's teacher will send home a weekly newsletter and a daily behavior chart. This will be in your child's daily folder. As this will be one of our main forms of daily communication, **please read and sign your child's behavior chart daily.**
2. Preschool instruction is from 8:00 am - 11:30 am daily. The doors open for early drop off at 7:30am. Late stay is available for an additional cost and is open until 6:00 pm. **All students need to be in their classrooms by 8am to prevent disruptions to the morning academic program.**
3. C2C Preschool follows the District 5 (D5) public school **K4 calendar**. Preschool will be closed on the same dates that the D5 Public Schools are closed. Camp care is offered by C2C Preschool on many of those days. Your child may attend camp days for an additional charge. We will also follow the inclement weather closings and delays for D5 Public School as well.
4. All students staying for late stay must bring a lunch box. If a child does not have a lunch, and a parent cannot be reached to bring one, a lunch will be provided for \$10.
5. During our summer camp program, if you have a vacation week available you can email preschoolbilling@c2ckids.com at least 5 days prior to the payment being drawn from your account to use a vacation week.
6. Coast to Coast Preschool does not give refunds.
7. We have nap time daily from 1-3pm. We do not offer another option for children. All children are required to lay quietly on their nap cots. We ask that there are no pick ups during that time unless you inform us ahead of time so we do not disturb the nap room.

POLICIES AND PROCEDURES

General Information

- **All Students must be potty trained prior to attending C2C.** C2C Staff can not go into the bathroom with students and can not help wipe or clean a child. If a child has a bathroom accident that they are unable to adequately clean themselves from, parents will be called and have 30 minutes to come clean and change their child.
- All parents are required to provide a change of clothes to keep at the preschool for their child. If they do not have a set of clothes to change into in the case of a bathroom accident a change of clothes will have to be brought into the preschool within 30 minutes. Please label all of your children's personal belongings with their names.
- For safety purposes, Coast to Coast Preschool doors are locked at all times.
- **To prevent classroom disruptions during our morning academic program, Coast to Coast Preschool asks that parents have all students in class by 8am.** Teachers and children depend on routine to be able to do their jobs with excellence, and it is not fair to other students, parents, and teachers to have the morning academic routine disrupted by tardy students. A late fee may be assessed to a student account in the case of continued tardiness after a warning is given.
- **Tuition payments are auto-drafted on the Friday previous to the week attended. All students must sign up to pay through our software.**
- To suspend an Auto-draft payment during our Summer Camp Program, parents must send an email to Billing@c2ckids.com at least one week ahead of the scheduled drafted payment to ensure that the payment is stopped in time.
- Coast to Coast Preschool does not have a daily fee. Student accounts will be charged for a full week of late stay or camp, regardless of the amount of days attended in a week.
- The parent signing the child's registration form is considered the financially responsible party for that child. If both parents wish to be considered the responsible party both parents must sign the registration form.
- Coast to Coast Preschool always has staff onsite that are certified in both First Aid and CPR.
- All staff are fingerprinted and run through the SLED database as required by law.
- "Parent Information" is located at the front desk area. Important notices, upcoming events, etc. will be posted in that area, in your child's daily folder, and on Brightwheel. It is your responsibility to stay updated.
- It is a state requirement that every child be signed in and out at the front desk by the parent/guardian before leaving the facility.
- The staff-to-child-ratio meets all state child care licensing requirements for each of the programs we

provide.

- Coast to Coast Preschool encourages parent participation in the classroom; however, since parents have not had a background check with SC DSS they must be in the company of a staff member while at the facility.
- Coast to Coast Preschool prohibits the use of tobacco, alcohol or non-prescription drugs on our premises. Coast to Coast Preschool reserves the right to not release children to those with alcohol on their breath or under the influence of drugs or suspicion thereof.
- Coast to Coast Preschool schedules “G” or “PG” rated movies for our field trips and/or on-site events.
- Parents/Caregivers are asked to provide morning snacks for their child’s class for one month. This rotation will allow all parents to contribute.
- Coast to Coast Preschool provides no accident medical protection.
- No electronic devices or toys of any kind are allowed at school unless pre-approved by the director. Unapproved toys will be taken from children and returned to parents at time of pick-up.
- Coast to Coast Preschool students may participate in water events.
- All Coast to Coast Employees are Mandated Reporters and are required by law to report suspected abuse and neglect to the appropriate authorities.
- If Coast to Coast Preschool loses water or power for more than three hours, we are required by the state to close for the day and send all children home.

All Day Program Available on days when Preschool is closed i.e. teacher workdays, Christmas Break, Spring Break, Holidays -an additional fee is required to attend for some payment options.

- We are open from 7:30 am - 6 pm. Please have your child at school by 8am and pick them up after 3 pm. We schedule our field trips and nap time between those times.
- Parents are required to send lunch with their child each day.
- We do not store, microwave, freeze or refrigerate any items for students.
- Field trips are covered with your weekly tuition, you do not need to pay extra, with the exception of lunch at a site like Chick-fil-A or Burger King.
- You may send additional spending money with your child for field trips, but there is no guarantee that children will have the opportunity to spend it. Coast to Coast Preschool is not responsible for this money.
- **Camp t-shirts must be worn on all off-site field trip days. If a camper shows up without a shirt, one will be provided and the parent will be charged \$10 at pickup.**
- Close-toed shoes must be worn every day. Sandals or water shoes may be packed on water days and be worn when we change into swimming clothes. **NO FLIP FLOPS PLEASE.**
- On water days, please send your child with their bathing suit on underneath their clothes. They should pack a towel, dry clothes and shoes.

After School Program

Available for an *additional fee* for students who need care after Preschool Morning Program dismisses

- We will follow Spartanburg District 5 for weather closings and delays.
- Expectations for behavior established in the morning academic setting will apply to students that attend late stay as well.
- Following the morning program dismissal at 11:30, late stay students will be dismissed to their afternoon teacher.
- Parents are required to provide a lunch and a drink for your child. We do not store, microwave, freeze or refrigerate any items for students.
- Our nap time is from 1-3 each day. **We do not offer any alternative activities during nap time.** Students do not have to sleep, but they must stay on their mat and not disrupt the other students. If your child is disruptive to the nap room you will be called to pick up your child. Nap supplies are required. See our school supply list for details. All blankets and washable materials will be sent home to be cleaned each Friday.
- If we pick your child up from another morning program, and they will not be attending Coast to Coast Preschool that day please contact us and let us know. If we drive over to pick them up and they are not there there will be a **\$10 charge**.
- Coast to Coast Preschool closes at 6pm. There is a \$10 late fee for the first 1-10 minutes, and an additional \$1 per minute afterwards. The time will be based on the Coast to Coast Preschool Sign In/Sign Out Computer.
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Registration and Tuition

- An Annual non-refundable Resource and Registration deposit, and Yearly Tuition is required for your child to attend C2C Preschool.
- Tuition is due each Friday in advance of attendance. See our Commitment to Pay Form for more information.
 - All tuition payments are required to auto-draft through our software system Brightwheel.
 - Parents will be invited to download Brightwheel when they register.
 - Parents will be required to enter a payment method into Brightwheel for tuition.
- A late fee of \$10 will be charged for the first 3 late payments; all late payments after that will have a late fee of \$30, and services may be terminated if delinquency is consistent. If an account is more than one week delinquent, Coast to Coast Preschool will begin a collection process on accounts as deemed necessary and childcare may be disrupted for non-payment. Billing statements are not sent out unless there is a balance owed, however your account can be viewed on Brightwheel.
- **C2C does not give refunds.** This is for all instances including but not limited to dismissal of a student.

- Checks returned from the bank will be subject to a \$35 service charge. If two checks are returned we will not accept checks as payment on the account for at least 6 months.
- Preschool classes end at 11:30 (K3) and 11:45 (K4). Children picked up after 12 will join our Late Stay Program. There is a \$10 late fee for the first 1-10 minutes, and an additional \$1 per minute afterwards. The time will be based on the Coast to Coast Preschool Sign In/Sign Out Computer. If a parent can not be reached, the student will be provided a lunch and a \$7 lunch fee will be charged.
- Copies of enrollment forms and sign in log sheets will only be released upon written request by the enrolling parent or court order. A minimum \$25 fee will be charged per quarter of forms requested, and may take up to 3 weeks to be processed.
- Coast to Coast Preschool reserves the right to change our policies and/or procedures at any time with a 30 day written notification.

Inclement Weather

C2C will follow our school districts' closings and early dismissal announcements. We will not be open or able to provide student pick up during inclement weather.

- C2C PreK follows Spartanburg District 5 school closing, early dismissal announcements, and opening delay announcements during inclement weather.
- C2C PreK will not provide pick up from schools in the case of early dismissal.
- There are no refunds if C2C is closed due to Inclement Weather

Announcements will be made through Brightwheel, email, Facebook, and text message in the event that camp will be closed.

Classroom Management and Behavior Expectations

- Each day preschoolers will bring home a behavior report. Please initial it and return it daily.
- Our classroom management focuses on a preventative approach to behavior problems in which preschool teachers will work to avert difficulties and conflicts by creating a supportive classroom environment and an orderly daily routine. When prevention fails, we will assist children in problem solving techniques. Teachers will model and support independent problem solving skills that encourage the children to make good choices during academic and social interaction.
- In the case that a student continues to make poor choices, a consequence will follow. The student may have natural consequences following the poor choice (i.e. if the student continually breaks his crayons...the student will not have crayons to use for the activity) If the natural consequences do not stop the poor choices, then more tangible consequences will follow: 1. Student may be removed from the group for 2-5 minutes. 2- Student will visit the Director and parents will be notified. 3- Parents

will be contacted to pick up their child.

- Coast to Coast Preschool reserves the right for its Directors to suspend a child from a program at any time for any length of time. If deemed necessary by the Director, a parent will be notified to come and pick up their child within thirty minutes. If a child is suspended or dismissed there will be no refund given.
- In the case that a child has been suspended a parent conference will be required before the child can return to Coast to Coast Preschool.
- **The Coast to Coast Preschool program is designed for children who want to cooperate and participate in activities. Each child's good behavior is imperative to the success of our programs. Children who are physically aggressive, defiant to authority, continuously disruptive in the classroom, etc. may be allowed to attend on a trial basis; however, we reserve the right to expel any child whose behavior hampers the positive experience for others without refund of fees paid.**
- Children will be sent home immediately if they bite another child or staff member.
- C2C Preschool will not use corporal punishment.
- The Coast to Coast Preschool discipline policy is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structured boundaries required.

Disaster Plan

- In the case of an emergency or disaster, the following procedures will be implemented:
- All children will remain with Coast to Coast Preschool Staff on the premises if possible. If an emergency evacuation is required, all staff and children will relocate to our designated emergency relocation site (Wellford Baptist Church, Wellford SC), as listed on our Emergency Disaster Plan, for up to 72 hours unless an injury requires release to an emergency medical facility.
- Emergency Phone Numbers: Coast to Coast Spartanburg School Age Site (864) 529-9386 Ext. 3. Greenville School Age Site (864)-529-9386 Ext. 4.

Health

- C2C Preschool reserves the right to not accept children at the time of drop off if they have a temperature of 100+ or show signs of an upset stomach (vomit/diarrhea) or cough.
- If a child shows signs of illness while at school, he/she may be sent home. Any child with a fever of 100+ will be sent home. **If a child needs to be sent home, the parent or authorized person will be required to pick up the child within thirty minutes.** Please seek a physician's help when necessary.
- Children with fevers and other contagious illnesses must be kept home from school for at least 24 hours after the temperature returns to normal. Children must also be free from an upset stomach for 24 hours before returning to school. Any child diagnosed with a streptococcal infection (strep throat)

must be excluded for 48 hours after the initial dose of physician prescribed medication.

- We must be notified if your child has a communicable disease (lice, chickenpox, fifth disease, Covid, etc.), as it is our responsibility to notify other families of the risk. Coast to Coast Preschool has a no nit policy as it pertains to lice. Children with live lice or nits will be sent home immediately. Your child may return with a parent note after her first treatment with a school-approved lice-removal product, if there are no lice or nits in your child's hair. *****Please note- it is strongly recommended to use a lice comb in combination with the lice shampoo.*** A staff member will check your child 5 days after treatment for any newly hatched crawling lice. If there are any present, your child will be sent home and have to be re-treated for lice in order to return to Coast to Coast Preschool.
- If a child is involved in a minor accident while at school a "Parent Information Notification (PIN)" will be written and the parents will be notified at the time of pick up. If a physician's care is needed, parents will be contacted immediately and emergency procedures will be followed.
- Each student medication bottle must have a current prescription label with the child's name, the dosage, the expiration date, and the physician's name on it. All medications, even Tylenol or Ibuprofen, must be checked into the front desk. No medication (including cough drops) can be on-site unless it has been properly signed in and is stored in the locked medication box at the front desk.
- Coast to Coast Preschool Employees can only administer medication that has been properly checked in through the front desk. Parents must fill out our medication consent form.
- Please send a change of clothes to keep at school in case your child has an accident. Coast to Coast Preschool Staff can not help the child change his/her clothes. He must do this independently. If the child is unable, the parent will be contacted to come change or pick up their child within 30 minutes. **All children must be potty trained prior to enrollment at C2C.**

Transportation

Please Review These Guidelines With Your Child

- C2C Preschool classes will go on off-campus field trips. All of our vehicles are registered and maintained within the state DMV standards. Preschool will use both camp vans and camp buses.
- Signing the registration form allows C2C Preschool to transport your child on field trips without additional field trip permission slips.
- Students who are picked up from other morning programs will need to supply an appropriate car seat/booster seat for Coast to Coast Preschool to be able to transport them in a camp van.
- If a student is being transported in a camp van, the children must remain in their booster/car seat and not try to take off their seat belt or car seat restraints.
- If any child destroys property in the vehicles, the parent(s) will be held liable to replace the item(s) that were broken.
- Once children board a Coast to Coast vehicle, students may not yell, put their hands out of the

windows, or move around from seat to seat.

- Students may not eat or drink in vehicles, and food must remain in their lunchboxes.
- Coast to Coast Preschool Staff will take attendance before the bus leaves the preschool, and before the bus leaves the field trip location checking the beginning trip log.
- Children will be asked and expected to be quiet during the attendance roll call.

REV 12/22

I have received, read, and understand the C2C Preschool Parent Handbook which includes the following C2C Prek Policies:

- Classroom Management and Behavior Expectations
- Financial Policies
- Parent Communication Policies
- Nap Policies
- Health and Sickness Policies
- Disaster Plan
- Field Trip and Transportation Policies
- General Policies and Expectations

Printed Name

Parent Signature

Date