



2024 - 2025

PARENT HANDBOOK



Tell me and I forget. Teach me and I remember.

Involve me and I learn.

- Benjamin Franklin

SOUTH AIKEN PRESBYTERIAN KINDERGARTEN

1711 WHISKEY ROAD, AIKEN, SC 29803

803-648-9895

At South Aiken Presbyterian Kindergarten, we teach the whole child by providing activities that develop the mind, body, and spirit. We want every child to experience success each day. We know that when children feel good about themselves, they feel good about others, learn easier, and develop to their full potential. SAPK admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. We strive to give our students a positive Christian environment.

General Information

Standard Hours of Operation

Nursery – 4K	8:15am-12:00pm, M-F
5K	8:15am-2:00pm, M-F

Before and After School Extended Care Programs offered by SAPC

Morning Glory (N-5K)	7:30am-8:15am
Bible Friends (N-4K)	12:00pm-2:00pm

*If your child (N-4K) is not picked up by 12:15pm, they will be transitioned to Bible Friends and you will be charged for Bible Friends and for a school provided lunch, if applicable.

*If your child (N-5K) is not picked up by 2:10pm, you will be charged a Late Pick-Up Fee of \$10.00.

Enrollment Requirements

Nursery	3 months old
1K	One year old by September 1
2K	Two years old by September 1
3K	Three years old by September 1
4K	Four years old by September 1
5K	Five years old by September 1

***Children must be potty-trained before entering 3K**

Carline Procedures

Arrival

Nursery and 1K students will be walked in through the Nursery door on the Security Federal Bank side of the building.

All 2K through 5K students will be required to use carline for drop-off and pick-up. Please enter carline from Silver Bluff Rd near Security Federal Bank. Cars will form a circle all the way around the building and pull up to the steps past the overhang on the Kindergarten Office side of the building. Cars will exit onto Silver Bluff Rd near the fire station. **Do not enter or exit on Whiskey Rd.** Have your child ready to exit the car when it is your turn. We will unload two cars at a time.

Dismissal

Nursery and 1K students will be dismissed at the Nursery door on the Security Federal Bank side of the building.

Cars will line up for pick-up the same way as for drop-off. The first carline will begin promptly at 12:00pm for 2K, 3K, and 4K students. The second carline will begin at 2:00pm for 5K students and students being dismissed from Bible Friends. We ask that you remain in your car while a member of staff puts your child(ren) in the vehicle. After your child is in the car, please pull over to the breezeway behind the staff cars to buckle up car seats and boosters. This will help us keep the carline moving.

You will be given a name tag to hold up on the visor of your car during carline pick-up. Please also make or request name tags for all carpool riders. SAPK must have written approval to release a child into the care of anyone other than the parent or guardian. We may request to check IDs at any time.

All students must be in an appropriate car seat or booster.

During inclement weather, cars will be loaded and unloaded under the overhang. Please pull as far forward as possible allowing us to unload two cars at a time.

For late arrivals and early dismissals, students must be checked in or out with the Director, Assistant Director, or other approved member of staff. For early dismissals, please pick up your child at least 15 minutes before the carline begins.

Snacks and Lunches

All classes have snack time during the day. For 2K-5K students, we offer goldfish, pretzels, and/or butter cookies. Teachers may also offer seasonal snacks to their classes. You may send in food for your child's snack, but we ask that it is kept similar to what the other children are eating. This food is meant to tide children over from breakfast to lunch and is not a meal. We also offer water or milk to drink at snack time, unless otherwise noted due to allergies. All 3K, 4K, and 5K students will practice drinking out of 5-ounce plastic cups. We do not use sippy cups during snack time. Please practice this important skill at home during mealtimes. **Each child should come to school with a labeled water bottle for use during recess and Bible Friends.**

Students in 5K will eat lunch in the Fellowship Hall along with students staying for Bible Friends. Lunch boxes should be clearly labeled with your child's name. Lunches cannot be refrigerated, use ice packs to keep food from spoiling. Please send lunches that don't need to be heated. Simple finger sandwiches, cheese and crackers, pepperoni, fruit, muffins, etc work best. Be mindful of choking hazards for different age groups. We do not recommend popcorn, whole grapes/cherry tomatoes, chunks of cheese, hard candies, etc.

Parties and Birthdays

Teachers will contact the party parents in advance with instructions regarding party foods.

Parents are welcome to send in treats to celebrate a birthday. Please let your teacher know a few days in advance. Please keep treats simple...mini cupcakes, cookies, donut holes, etc are good age-appropriate treats for school.

For safety reasons, do not send hard candies, balloons, popcorn, or gum to school or include in goody bags.

Field Trips

Our 4K, 4K+, and 5K classes will participate in field trips throughout the year. Teachers will contact families with details as the field trips dates get closer. Any parent chaperones must fill out a Chaperone Driver Form and have a background check. Students, Teachers, and chaperones are required to wear a SAPK t-shirt during the field trip. T-shirts may be purchased in the Kindergarten Office.

Communication

Brightwheel

SAPK uses Brightwheel as our primary means of communication for general information, attendance, and tracking behavior. We ask that parents/guardians download the Brightwheel App on their phones. This app provides real-time communication between teachers and families.

General Information – Your child’s teacher and/or the school office will send information about changes to our schedule, upcoming events, etc. This messaging works similarly to texting on your phone.

Attendance – Teachers and/or staff will check your child in and out of school each day. We will also use this to track absences.

Behavior Management – The behavior management system we use is based on the choices your child makes each day. This strategy is used to monitor each child’s behavior, encourage them to make good choices, and allows students to take responsibility for their decisions. It also opens a dialogue between you, your child, and your child’s teacher.

Each day your child’s teacher will enter a smiley, straight, or frowny face on the “Kudos” tab in your child’s activity feed on the Brightwheel app. The frowny face lets you know we had to speak to your child about their behavior. The teacher will include a short description as to what warranted the frowny face. Keep in mind our students are still very young and they are still learning appropriate classroom behavior. It is our belief that every day is a new day and a new chance to make good decisions.

If the behavior is not improving over time or a serious infraction has occurred, we will refer to our Discipline Policy located in the Health and Safety section of this Handbook.

Folders

Teachers and SAPK office will regularly send papers home in your child’s folder. This may include schoolwork, forms to be completed, newsletters, etc. Please check your child’s folder daily.

Social Media

Please consider joining our Facebook and/or Instagram pages. We regularly post pictures of our exciting activities and give updates of school events.

Facebook: @South Aiken Presbyterian Kindergarten

Instagram: @SAPKpreschool

Conferences

We welcome an opportunity to have a personal conference with parents and will be glad to make an appointment after school hours. Please do not plan to talk to the teacher in the mornings before class. Arrival is your child's most important time of the school day and teachers need the morning time to set up the room. You may call the school office at 803-648-9895 or contact us through Brightwheel to schedule a conference with a teacher or director.

Health and Safety

Your child's health and safety are of paramount importance to us. All teachers and staff are required to have Infant/Child CPR, AED, First Aid, and Bloodborne Pathogen Training as well as SAPC's Kids First Training.

No Strings Policy

SAPK has a strict "No Strings" Policy and ask that you remove all strings from clothing before your child comes to school. This includes but is not limited to strings on sweaters, coats, hats, sashes on dresses, and necklaces. These are a serious playground safety hazard and will be removed if left on clothing.

In addition to necklaces being a choking hazard, other jewelry can be a distraction and get lost easily. If jewelry needs to be removed, it will be placed in a zip top bag and put into your child's folder. SAPK will not be held responsible for lost jewelry.

Backpacks

We require that each child have a backpack with shoulder straps. Please make sure that is big enough to fit a 9x12 inch folder and has a spot for their water bottle. Make sure the straps are tightened properly, and extra strap length is tied up. Label all items brought to school

Clothing

Please dress your child in clothing they can easily manage themselves. We are encouraging independence in your children and clothing with an elastic waist helps them with independent bathroom skills. We discourage long dresses, overalls, and belts.

We request that you send your child to school in sneakers. We have sand and woodchips on our playground and closed-toed shoes are more comfortable for your child! Unless your child is proficient in tying their laces, please send them to school in slip-on or Velcro sneakers or replace traditional laces with elastic “no tie” shoelaces. We discourage flip flops, cowboy boots, crocs, and rainboots.

Outside Play

Each class has a period of outside play every day, weather permitting. Please dress your child suitably for the weather and send hoodies, jackets, or coats to school during cold weather. We will have indoor recess if the temperature is under 40°F or over 90°F, it is raining, or it is too windy to play outside safely.

Inclement Weather

SAPK strives to follow the Aiken County Public School District procedures for inclement weather. A closing advisory message will be sent directly to you through Brightwheel. If ACPSD issues a One Hour Delay, our car line will begin at 8:45am. If a Two Hour Delay is issued, our car line will begin at 9:45am.

Immunizations

South Carolina law requires a certificate of immunization or approved immunization exemption for all students. This must be on the South Carolina Department of Public Health form. Failure to provide immunization records or notarized exemption will result in dismissal of your child.

Illnesses

Cooperation of parents in helping to prevent the spread of communicable diseases is of great importance. Please notify the school if your child contracts a contagious illness. Following an illness, a child should be able to participate in all activities before returning to school. We do not have provisions for keeping a child inside during scheduled recess time.

Children need to be free from fever, vomiting, and/or diarrhea for 24 hours without medication before returning to school. It is the policy of SAPK to follow the current SC DHEC COVID Guidelines.

Medication

Please inform the office if your child has allergies, asthma, or other conditions that may require medical action by members of staff. We require a Medical Action Plan from your child's pediatrician to be filled out for all children that need medicine to be administered. All medications will be stored in the Assistant Director's office.

No medication will be given to children while at the school without parental permission.

Discipline Policy

As noted previously, we involve students and parents in our school's behavior management strategy daily. When this strategy is not effective or if a serious infraction occurs, such as violent behavior toward an individual or group, we will follow a more structured approach.

- A serious infraction will result in a documented warning.
- A second infraction will also result in a documented warning, and a mandatory parent conference at the Director's convenience may be required. A one-week probationary period will be established for the child and explained to the parents. If the parent fails to appear at the conference, the child will be removed from the program immediately.
- If any serious infraction occurs during this probationary period, the child will be removed from the program.

Financial Policies

Invoices

Invoices will be issued through Brightwheel. If you are unable to see the invoice details, please login on the Brightwheel website. You will be able to see more information regarding your account on the website than the app.

Registration Fees

A non-refundable registration fee is required for all students enrolling in our program. This fee reserves your spot for the upcoming school year.

Materials Fees

A materials fee is required for all students and is used for age-appropriate supplies, games, books, and curriculum for each class. The materials fee may be refunded if you disenroll your child before the start of school. The materials fee may be prorated if you enroll during the school year.

Tuition

Tuition may either be paid in full or broken up into ten monthly payments from August to May. Monthly tuition is billed the first of the month starting in August. Please make tuition payments by the **10th of the month**. Payments may be made by check payable to SAPK, cash or through Brightwheel.

If you choose to use Brightwheel, you will be prompted to add a debit card, a credit card or an ACH (bank to bank transaction) payment. Please note, SAPK is charged a fee up to 3% when you use a credit card. The fee for using an ACH payment is significantly less. We would appreciate you using the ACH payment option if possible.

Late Fees

There will be a \$10.00 late fee charged if tuition is paid after the 10th of the month unless the Director and Assistant Director have been notified in advance. Please let us know as soon as possible if we can help arrange a payment plan for you.

Returned Checks

In the event that your check is returned to us for insufficient funds, any banking fees including the NSF charge will be passed on to you.

Additional Programs

Morning Glory

Morning Glory is the before school childcare program offered by SAPC. Students may be dropped off in the Fellowship Hall using the Nursery door on the Security Federal Bank side of the building beginning at 7:30am for a charge of \$6.00/day. You do not need advanced reservations.

Bible Friends

Bible Friends is the after school childcare program offered by SAPC for all students in Nursery through 4K. If your child is staying for Bible Friends, simply send a labeled lunch box to school with them. At 12:00pm Bible Friends students will be dismissed to the Fellowship Hall for lunch. When lunch is finished, they will head to the playground, gym, or classroom for various activities. *Refer to the Snacks and Lunches section of this Handbook for packed lunch guidelines.

For pick-up before 2:00pm, you must park and check out your student with the Bible Friends staff. After 2:00pm, you will pick up your student in car line.

Bible Friends operates from 12:00pm to 2:00pm Monday through Friday for a charge of \$15.00/day. You do not need advanced reservations.

Bible Friends is not available the day before Christmas Break and the last day of school.

Other Programs

Occasionally, classes are offered during Bible Friends time such as Karate, Yoga, or Art. When these classes become available, we will send you more information via Brightwheel and/or your child's folder.



Photo and Video Disclaimer

South Aiken Presbyterian Kindergarten (SAPK) reserves the right to use any photograph or video taken at any event sponsored by SAPK without the express permission of those included within the photograph or video. SAPK may use the photograph or video in publications or other media produced, used, or contracted by SAPK including, but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

Persons attending an SAPK event who do not wish to have their images recorded for distribution should make their wishes known to the photographer, and/or the event organizer, and the Communications Specialist in writing. Please include a photograph with this request. SAPK will use the photo for identification purposes and will hold it in confidence.

By participating in an SAPK event or by failing to notify SAPK in writing that you do not wish for your photograph to be used by SAPK, you are agreeing to release, defend, hold harmless, and indemnify SAPK from any and all claims involving the use of your picture or likeness.

Any person or organization not affiliated with SAPK may not use, copy, alter, or modify SAPK photographs, graphics, videography, or other similar reproductions or recordings without the advance written permission of an authorized designee from SAPK.

Thank you for your understanding and cooperation!

If you do not wish to have your photo or video used in media as defined above, please fill out the information below and either email a digital copy to media@southaiken.org, or drop off the physical form at the church main office. Be sure to include a photograph of the individual in question with your request.

Please initial the accurate statement.

_____ I do not wish for my image to be used in media produced for SAPK.

_____ I do not wish for my minor child's image to be used in media produced for SAPK.

Full name of the individual(s)

you do not want included in media: _____

Signature: _____ Date: _____

Parent/Guardian Print name: _____

Email: _____ Phone number: _____

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Updated August 2024