



SPRING VALLEY BAPTIST **PRESCHOOL**

Parent Handbook 2024 – 2025

Spring Valley Baptist Preschool
91 Polo Road Columbia, SC 29223
preschool@springvalleybaptist.com

Preschool Office: (803) 736-7710
Church Office Fax: (803) 736-0974
Church Office Phone: (803) 736-0624

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Katie Smoak
Preschool Director
Spring Valley Baptist Church Preschool
ksmoak@springvalleybaptist.com

Dear Parents,

Welcome to Spring Valley Baptist Church Preschool. We are excited about the 2024-2025 school year. Thank you for allowing your child to be a part of our program. We have a wonderful team of teachers who are excited about serving and loving all of the children. Our main goal is to provide a safe, nurturing, and loving environment where your child can learn about God, about His love for us, and be a place where we can provide opportunities that will help your child to grow and experience new things! At the end of each year, we want to know that we did all we could to ensure that your child is ready to enter the next level.

Spring Valley Baptist Preschool is such a fun place to be! We want your child to enjoy learning and being together with his/her teachers and friends. Our teachers are dedicated to the task that is ahead of us and will help the children learn school procedures and how to interact with others their own age.

This Parent Handbook has been prepared to understand our preschool program and policies. If you have any questions or concerns, please feel free to call. Our teachers and staff will also be available to assist you in any way possible. You can make an appointment to meet with your child's teacher or with the Preschool Director by calling the Preschool office at 803.736.7710 or by emailing preschool@springvalleybaptist.com. An open doorway to information will help parents and staff do the best job we can do to have happy, healthy preschoolers!

As we partner with preschool parents, we want preschoolers to:

1. Know that the Bible is God's Word.
2. Know that Jesus is God's Son.
3. Know that God hears them when they pray.

We look forward to getting to know you and your family in the upcoming year. Our goal is to make your child's school experience a positive one.

Katie Smoak

Katie Smoak
Preschool Director



The MISSION of Spring Valley Baptist Preschool

Spring Valley Baptist Preschool serves as a loving extension of our church in glorifying God through the loving care of young children. Our preschool affirms the Biblical concepts that children are a gift from God, that some Christians are gifted teachers, and through their loving guidance the love of God is planted, nurtured, and later blossoms in children as they become persons whose full potential can be reached for Christ.



The PHILOSOPHY of Spring Valley Baptist Preschool

Spring Valley Baptist Preschool was established in 1986 in order to help children grow and develop spiritually, socially, intellectually, and physically. We work with the family to promote sound growth in each child. We strive to surround the child in a friendly, stimulating Christian atmosphere at a time when growth is both rapid and important. We believe that a child absorbs his/her concept of God from people, things, and experiences that are a part of his/her environment. Thus, a love and appreciation of God, Jesus, and the things God has made are stressed through age-appropriate activities. Parents/guardians are encouraged to be a part of the educational experiences and visit the preschool at any time. Ministering to children is our top priority.



Spring Valley Baptist Purpose Statement

Spring Valley Baptist Church exists to journey with people in CONNECTING with Christ, GROWING in faith and GOING to serve and disciple.



Entrance Requirements

- In accordance with the state requirements for school entrance, a child must be of age on or before September 1st for entrance into each class (e.g. a child must be 2 on or before September 1st for entrance into the 2K class).
- Children entering our 1K program must be walking. This is for safety and sanitary reasons.
- Children entering our 3K program must be toilet trained. There are no exceptions. It is understandable that your child may still need assistance using the toilet, especially at the first of the year. We will work with you to help them become independent.
- The preschool must have a copy of the child’s birth certificate and immunization record, and the registration fee must be paid.



Enrollment

Enrollment in our preschool begins in the first quarter of each year for the upcoming fall term. The enrollment form can be found by going to our website and clicking on the Register button. Once the enrollment form is completed and the non-refundable registration payment of \$200 has been paid online, a spot for your child will be secured. If a class is already at capacity, you will be notified, and your child will be placed on a waiting list. **SVBC Preschool admits students of any race, color, faith, national or ethnic origin.**



Tuition

Tuition fees cover the spot reserved for your child in our program, not for periods of actual days of attendance. Therefore, consistent and prompt attendance is recommended, and payment is still due in case of absence. Monthly tuition varies depending on how many days per week your child is enrolled. These are subject to change on an annual basis.

- Two days/week Tuition payment of \$255/month
- Three days/week Tuition payment of \$275/month
- Five days/week Tuition payment of \$325/month



Monthly Tuition Payments

- Our payment system has been moved to contactless payments and **MUST** be paid online. We encourage you to pay using the electronic check system, but credit card payments are also accepted. If payments are declined, a failed payment fee will be added to your account. Please see the director with any questions or concerns regarding this contactless monthly tuition payment system.
- Invoices are sent out on the 1st of the month and payment is expected by the **5th of the month**.
- If payment is not received by the 10th of the month, a late payment fee of 20% of the tuition amount will be automatically added to your account. If there is a problem with your account or if you are unable to pay on the due date, please talk with the director before the bill is due.
- If your account becomes 30 days in arrears and no attempt has been made to correct the situation or to make arrangements to become current, your child will not be allowed to attend preschool until the past due amount, including all late fees, is paid.



Waiting List

A waiting list for classes is maintained on a first-come, first-served basis. If your child is registered and needs to be placed on the waiting list, the director will call to notify you about this. When an opening occurs, the director will call you and will wait 24 hours for a return call in the case a parent/guardian cannot be reached. An email may also be sent. SVBC Preschool reserves the right to keep the boy/girl ratio in a class balanced as much as possible by taking the first child of the needed gender from the wait list. This may not necessarily be the next child on the list.



Monthly Invoices, Receipts, and Tax ID

Procare Online is what we are using for online payments, monthly invoices, receipts of payment, and documentation for tax purposes. As soon as registration is complete and the registration fee is paid, an email will go out to you explaining how to download the app as well as further instructions. Spring Valley Baptist Church's tax ID number is 57-0710111.



Dismissal Policy

Spring Valley Baptist Preschool reserves the right to dismiss any child if, after entering the program, the child seems unable to participate in group experiences or if fees have not been paid. **If your child is dismissed or you withdraw your child before the end of the preschool year, one month's tuition will be required to be paid before your child's last day at SVBP.**



School Time & Location

Spring Valley Baptist Preschool is equipping children ages 1 – 4K to be successful in school and to continue to learn about God and His creation.

School Year: September – May

Time: 9:00 am – 12:00 pm

Days:

Ones	Tuesday/Thursday (TTH) Monday/Wednesday/Friday (MWF)	<ul style="list-style-type: none"> • Must be 1 by Sept. 1st • Must be walking
Twos	Tuesday/Thursday (TTH) Monday/Wednesday/Friday (MWF)	<ul style="list-style-type: none"> • Must be 2 by Sept. 1st
Threes	Monday/Wednesday/Friday (MWF) Monday - Friday	<ul style="list-style-type: none"> • Must be 3 by Sept. 1st • Must be potty trained
Fours	Monday - Friday	<ul style="list-style-type: none"> • Must be 4 by Sept. 1st

Location: 91 Polo Road
Columbia, SC 29223



Preschool Calendar

Spring Valley Baptist Preschool follows the Richland Two school calendar. If Richland Two observes a holiday or has a teacher workday scheduled, SVBC Preschool will not be open. In addition, on days that Richland Two has half days, SVBC Preschool will be closed. Our preschool will be closed if Richland Two is closed or has a delayed opening because of inclement weather. If Richland Two closes early, please come pick up your preschool child(ren) first.



Holiday Observations

- **Halloween:** We celebrate fall in our program by emphasizing nature. We learn about pumpkins and how they grow and how they are used as food. Cats, spiders, and bats are studied as part of God’s creation. We do not use witches, ghosts, goblins, or demons as decorations or for crafts.
- **Christmas:** At Christmas, we celebrate the birth of our Savior, Jesus Christ. In our class parties and decorations, we focus on His birth and the manger. We decorate trees with angels, stars, and symbols of the birth of Christ. Snowmen are used as part of our winter unit.
- **Easter:** Easter is the celebration of Christ’s resurrection. The Easter Bunny is not used in preschool programs or crafts. We put the emphasis on spring and new life and the resurrection of Christ.



Curriculum

The central core of SVBC Preschool focuses on building and nurturing the child’s developing self-esteem through the Biblical based ABC Jesus Loves Me! Curriculum. The ultimate goal of this curriculum is to allow the child to be successful by fostering good self-esteem in the child and by helping the child to understand that he/she is a much-loved child of God. By encouraging positive self-esteem, the child is able to reach his/her full potential. Your child will learn to get along with friends, as well as learn to appreciate his/her own uniqueness and that of others. It is with these feelings that your child will be able to face the coming years with love and confidence. All of our classrooms are set up with various centers: art, book, block, manipulative, dramatic play, science, etc. These centers are changed depending on what Unit of Study the class is studying. These Units of Study are themed units that will focus on a particular educational theme, social skill, or Biblical story. We have sand/rice and water play, music activities, as well as outdoor, active play. Our goal is to have the children prepared to move up to the next level by the end of the school year.



Chapel

As a church preschool, we promote and include Christian symbols and stories in our everyday experiences. We have prayer before snacks/meals, as well as read Bible stories and sing songs. Every week our 3K and 4K classes attend a special chapel time in our Chapel Rally Room.



Supervision

Children are directly supervised at all times by our staff. Children are accounted for as they enter/exit the premises and as they move throughout the building by being personally escorted from location to location. Continuous head counts are conducted, and attendance rolls are maintained (either on paper or on the Procure App). Our preschool maintains a ratio with two staff per classroom and our child to staff ratios are lower than what is required by law.



Illness

Spring Valley Baptist Preschool staff assumes that responsible parents/guardians will not send a child to school if he/she is showing any signs of illness. This is not only for the protection of your child, but also for the protection of other children and staff. We do not have the ability to provide care for mildly ill children. Children may not attend school if they are sick. If your child requires medication to feel well enough for school, they are not well enough to come to school. Children with any of the following should remain home until they are free of all symptoms for 24 hours:

- A fever within the past 24 hours
- Green runny nose and/or persistent cough/sore throat
- Vomiting and/or diarrhea
- Any symptoms of childhood diseases such as Scarlet Fever, Measles, Chicken Pox, etc.
- Any symptoms of any infectious diseases such as Strep Throat, Flu, etc.
- Fifth Disease, any unexplained rash, any skin infection, boil, ringworm, impetigo, pinkeye or any other eye infections, etc.
- Any communicable diseases

Parents/Guardians will be contacted when a child has a fever in excess of 100°, if he/she vomits or has diarrhea, or exhibits any symptoms of a contagious illness. Arrangements to pick up your child must be made immediately. Parents/Guardians will be notified when a child has been exposed to a communicable disease within the preschool. In the event of a minor accident or injury, first aid will be administered at the preschool. We will immediately contact the parents/guardians to pick up the child if necessary, in order to take him/her to a doctor or to the emergency department in the event of major accident or injury. If the situation warrants, immediate action will be taken, and an ambulance will be called. The preschool staff will not transport children to the hospital.



Immunization

The South Carolina Department of Health and Environmental Control (DHEC) requires that all children be up to date on their immunizations. An updated DHEC “S.C. Certificate of Immunization” is required for your child to attend preschool and may be obtained from your pediatrician. It is your responsibility to give the Preschool Office any updated immunization records on a yearly basis.



Medical Conditions & Medication Administration

Please speak with your child’s teachers and the director regarding any special food allergies or conditions that your child has been medically diagnosed with. A written “Plan of Action” from the pediatrician is required to assist us in being better prepared to handle any emergencies that may arise. SVBP teachers or staff members will administer no medication to any child with the following exemption: ***If medications are absolutely necessary to be administered during school hours, a medical form must be completed*** (this form is available upon request). ***An “Allergy Action Plan” must be provided by the child’s pediatrician, if applicable. All medications must be in the original container.***



Drop Off & Pick Up

For the safety of all of our children, please do not speed in our parking lot, do not allow your child to enter the building without you or a SVBP staff member, and do not leave younger siblings in parked cars alone. Our preschool office is located on the Platt Building side of the church. If you park at the back of the church, walk down the walkway on the left side of the building and enter through the SVBC Kids/Preschool doors. Anyone arriving after 9:00 a.m. must park, enter through the SVBC Kids/Preschool Doors, check in with the director, and walk their child to their classroom.



Drop Off

- Drop off is from 8:50 a.m. until 9:00 a.m.
- 1's and 2's must be escorted to class.
- 3's and 4's may be escorted to class or may participate in the car rider line (see diagram).
- If your child is old enough, encourage him/her to walk (instead of being carried) into the classroom with you. Over time this promotes a feeling of independence before arriving at the classroom door.
- Reassure your child that you will return. Once at drop off, making a quick break is usually much easier for your child and for you. We will contact you if your child cries for an extended period and is very upset.



Pick Up

The preschool doors open at 11:50 a.m. for pick up. Please enter through the SVBC Kids/SVBC Preschool doors. If you need to pick your child up early, please notify your child's teachers. You may knock on the Preschool Office door to be let in.

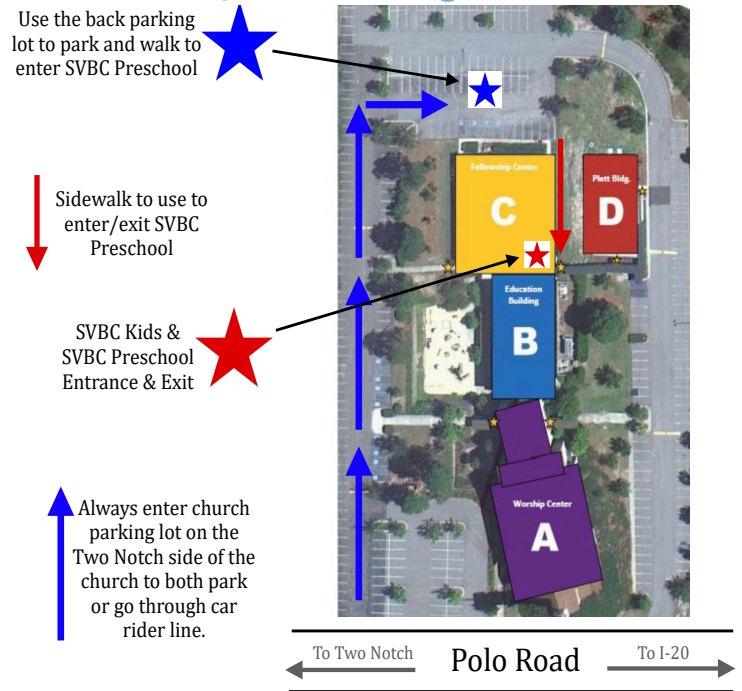
Please pick your child up on time. It can be frightening if you're late and your child is the last child remaining. If there is an emergency and someone cannot be there to pick your child up on time, please call the preschool office to speak with the director. Any child not picked up by 12:10 p.m. will be waiting in the Preschool Office. **Picking up your child after 12:10 p.m. will result in a late pick-up fee. For the first 10 minutes that you are late, you will incur a fee of \$1.00 per minute per child. After those 10 minutes, an additional fee of \$25 will be added.** Habitual late pick-ups may result in dismissal from our program.



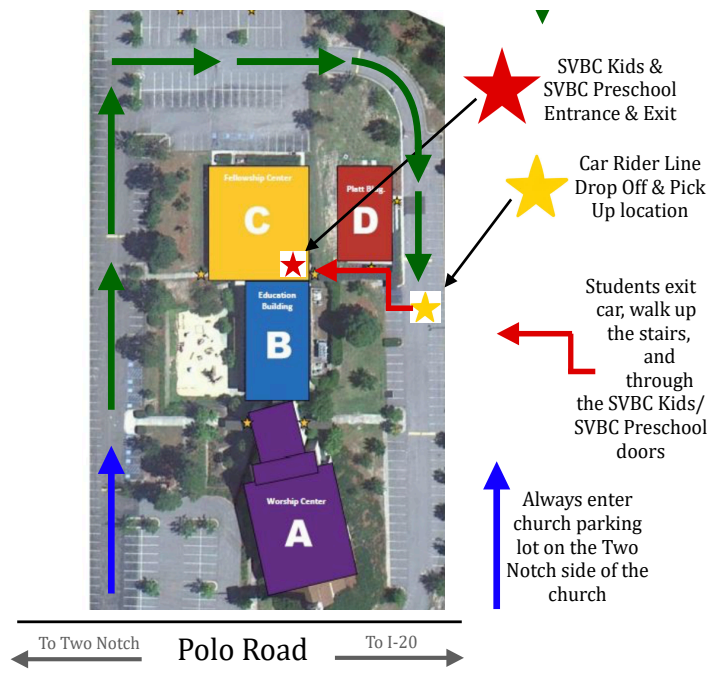
Car Rider Line

Drop off is from 8:50 a.m. to 9:00 a.m. and pick up is from 11:55 a.m. until 12:10 p.m. in the lower parking lot. Teachers will be available for escorting the children to and from their cars. This is only available to 3's and 4's Your child's safety is our utmost concern. Failure to abide by the car rider line safety guidelines or creating an unsafe environment will prohibit your child from participating in the car rider line.

SVBC Map for Walking Child In



SVBC Map for Car Rider Line





Car Rider Line Orientation

A parent/guardian must either attend one of the scheduled car rider line orientations or schedule an appointment for an orientation with the director before your child can participate in the car rider line. Once the orientation is completed, you will be given an official car rider line sign for each child attending preschool. This sign will be your child's ticket to participate in the car rider line. If the person picking up your child does not have the official sign, he/she will need to come inside to pick up the child. Homemade signs will not be allowed. We will be happy to provide you with a replacement if you misplace your sign.



Car Rider Line Helpful Tips

- No U-turns allowed. Be mindful of children and staff.
- Make sure your child remains seated in the vehicle until the teacher offers assistance.
- Be sure your child exits the vehicle on the sidewalk side.
- We load 3 cars at a time. Please pull up far enough so that 3 cars are close to the loading zone.
- Do not pull forward until the teacher closes the door completely and steps away from your vehicle.
- Please drive beyond the car rider line area and safely pull over to buckle up your child if your child needs assistance buckling.
- Make sure you have your official sign in the front passenger window so that it is visible to teachers. If you are unable to locate your official sign, we will be happy to provide you with one.
- Please do not park and get out of your car to pick up your child if he/she is in line. This is a safety issue.
- Please refrain from using your cell phone once the car rider line has begun moving.
- You may be asked to show photo ID until teachers are familiar with parents/guardians. If someone else picks up the child, make sure:
 - the person has the official car rider line sign and is ready to show his/her ID
 - the director/teacher has been notified by phone or in writing



Discipline Policy

At Spring Valley Baptist Preschool, we strive to have a consistent plan for discipline. We believe praise and positive reinforcement are effective methods of behavior management. When a child receives positive interactions from adults and others, he/she can develop a strong self-concept, problem solving abilities, and self-disciplines. Based on this belief of how children learn and develop values, our preschool will practice the following policies:



We Will:

- listen to our children
- praise, reward, and encourage our children
- reason with and set limits for our children
- model appropriate behavior for our children
- modify the classroom environment in an attempt to prevent issues before they occur
- provide alternatives for inappropriate behaviors for our children
- provide our children with natural and logical consequences for their behaviors
- treat our children as people and respect their needs, desires, and feelings
- explain things to our children on their levels
- redirect our children's attention before giving a "time out"
- use short, supervised periods of "time out" (time will not exceed one minute more than child's age) in a place that is located away from classroom activities but within the teacher's sight
- follow up with child after the time out in order to help the child understand



We Will Not:

- use corporal punishment (i.e. spank, hit, or physically harm our children in any way)
- make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse our children
- shame or punish our children when bathroom accidents occur
- relate discipline to eating, resting, or bathroom accidents, etc.
- leave our children unattended, alone, or without supervision
- allow discipline of children by children
- allow criticisms or belittling of any type



Disciplinary Actions:

<u>Step One:</u> Redirection	<u>Step Two:</u> Time Out	<u>Step Three:</u> Talk with Director	<u>Step Four:</u> Conference	<u>Step Five:</u> Suspension
When teachers see a potential problem, the first step is to try to redirect the child's attention to something else.	Time out is the removal of the child for a short period of time from a situation in which the child is misbehaving and has not responded to redirection.	The child will talk with the director if the inappropriate behavior continues.	A conference with the parent/guardian may be scheduled if an inappropriate behavior continues after steps 1,2, and 3 have been taken.	The director may find it necessary to ask that the child be removed either temporarily or permanently (length of time to be determined by director).



Discipline Policy (continued)

- Conferences may be scheduled by the lead teacher, the director, or the parent/guardian.
- If a child requires a suspension period, the tuition will need to be prepaid regardless of attendance if there is a desire to hold the child's space.
- If suspension from the preschool is not effective and continuous disruptions occur, if safety is an issue, if the class is affected in a negative way, or the progress of the class is slowed down, etc., the child will be removed from the preschool permanently.
- Removal of any child is at the sole discretion of the director.
- We request that parents/guardians do not spank their children in the church building or on the property. We work with children to help them find alternatives to responding physically in stressful situations and we strive to make our preschool a safe place where hitting is not acceptable. It is confusing to children to see that there are exceptions to the rules in our preschool.



Communication

We feel that children benefit most from our preschool when parents/guardians and staff communicate on a regular basis. Parents/Guardians are asked to write a note to inform the teacher of any daily situation that might affect the child's behavior, as well as any change of routine or schedule expected for the day (ex: someone else picking up your child). Communication is extremely important to us; however, classroom time is also important. Please make an appointment with the teacher for conferences before or after class time. Parents/Guardians may also request a conference with the director at any time. Each month your child's teacher will send out a calendar to keep you informed of our activities and the preschool will send out a monthly newsletter as well. Please inform the teacher and the director of any changes regarding address, telephone numbers, emergency contacts, etc. in writing.



Donations

At Spring Valley Baptist Preschool welcomes donations. In concern for safety, the Preschool Director will need to approve the item before it is donated. Please either speak with the Preschool Director or send an email to preschool@springvalleybaptist.com. Financial gifts are greatly appreciated and help us to serve more families, as well as save for larger purchases like playground equipment. Donation acknowledgment letters are provided for tax purposes.



Dress Code

Children should wear comfortable, washable clothes at all times. We prefer children to wear soft-soled shoes instead of cowboy boots, flip-flops, clogs, etc. Children spend time outdoors each day and should have appropriate outdoor wear: hats, gloves, & coats for cooler days and comfortable, light clothing for warmer days. Umbrellas are considered dangerous. Please send your child in a raincoat instead. Please label all coats, hats, gloves, sweaters, and any extra clothing. All children should bring one extra change of clothes (in the correct season) to be used if an accident should occur. Disposable diapers are to be furnished by the parents/guardians on a daily basis. Please send an ample amount.



Parent/Guardian Involvement

Parent/Guardian involvement is encouraged! You are welcome to observe and participate in your child's classroom whenever you wish. In fact, we encourage you to feel a part of the program by getting actively involved. Volunteers are always welcome but please make sure to schedule these times with your child's teacher.



Free & Full Access

SVBC Preschool welcomes all parents/guardians in our preschool, unless there is a court order limiting parental access. Prior notice is required to visit a class or to volunteer so please schedule times with your child's teacher or with the director.



Confidentiality

The children's records are kept in a confidential manner and are made available to preschool and church staff or professional, medically trained staff when necessary. Our registration forms and allergy/medication records are kept online and can be accessed quickly in the case of an emergency. The staff's records are kept in a confidential manner and made available to preschool and church staff upon request.



Transportation/Field Trips

Our preschool has no method of transportation, so we do not offer off-site field trips. SVBC Preschool does offer on-site learning experiences for our classes, which include fire truck and policemen visits during our Community Helpers unit, traveling petting zoos during animal units, etc.



Liability & Insurance

Prior to the start of each new school year, parents/guardians will sign a liability waiver. Our preschool carries liability insurance. Proof is available upon request.



Photography & Media Release

Photographs may be taken of children for official preschool and church use (i.e. bulletin board displays, classroom books, year-end memory books, marketing materials, Spring Bash, and graduation ceremony videos, church websites, social media websites, etc.). No type of remuneration will be given. Children will not be identified by name.



Reporting Suspected Child Abuse/Neglect

It is our intent to build a partnership with parents/guardians to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available upon request. It is important for parents/guardians to be aware that South Carolina state laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of that agency to investigate each reported case.



Safety

The preschool is extremely cautious and strives to make our environment a safe place for your child. All doors to our church are locked. Please enter through the Preschool Office if arriving after 9:10 a.m. or before 11:50 a.m. In addition, classrooms and the playground are inspected regularly to maintain a high level of cleanliness. We inspect our fire extinguishers and conduct emergency drills on a monthly basis. Our staff is trained in CPR, First Aid, and Blood Borne Pathogens.



Evacuation Plan

Evacuation Plans are posted in all of our preschool classrooms with instructions on where to go in the case of an emergency where we need to evacuate our students and staff. Our staff is trained in fire safety and evacuation procedures each year and classes practice fire drills each month.



Staff

Our administrative staff is comprised of a director and an assistant director. Each classroom has a lead teacher and an assistant. The lead teacher is responsible for the overall daily management of the classroom and the activities planned. All lead teachers have college degrees, and many of our staff have earned advanced degrees or specialized certifications as well. Our staff is always available to discuss any special needs or concerns you may have.



Emergency Contact

Blake Jenkins, Lead Pastor at Spring Valley Baptist, is the preschool's designated emergency contact. His email is bjenkins@springvalleybaptist.com and can be reached at (803) 736-0624.



Toys

Toys are sanitized or disinfected on a regular basis with a bleach and water solution. We request that you check with your child's teachers before you allow toys to be brought from home. We cannot be responsible if a toy is lost or broken. We ask that "adventure toys" (such as superheroes, guns, knives, etc.) not be brought into our preschool, as these toys are often associated with aggressive play.



Emergency Medical Treatment Plan

Enrollment is made with the understanding that the preschool is not responsible for any sickness or injury that any child incurs while attending preschool. In the event of an emergency in which a parent/guardian cannot be contacted, EMS and the preschool may take any appropriate action to best serve the interest of the child. The parent/guardian will be held accountable for all financial charges that may be incurred. Spring Valley Baptist Church, the preschool, or any of its staff will not be held liable for any reason.

CPR and First Aid will be administered by the first trained responder upon the scene. The director or designee will call 911 to request an ambulance if needed to SVBP at 91 Polo Road, Columbia, SC 29223. The phone number is (803)736-7710. The director or designee will contact the child's parents/guardians or staff's family as soon as possible. A copy of the child's or staff's records (including any allergy information and medications) will be given to the medical emergency team responding to the situation. The emergency medical team will make the decision of the most appropriate hospital for the child's/staff's condition. The director or designee will remain with the child or staff at the hospital or emergency location, if allowed, until the parent/guardian or family arrives. The director or designee will ensure the appropriate cleaning procedures are followed according to blood borne pathogens standards, if necessary. An "Accident/Incident Report" will be completed by the appropriate staff for documentation.



Consent to Medical Treatment for Minor

This consent will be signed in person at the beginning each preschool year. The Consent to Medical Treatment for Minor can also be found on our website.

I hereby authorize any duly authorized physician, emergency medical technician, nurse, hospital, or other medical facility or medical provider to treat said minor for the purpose of attempting to treat or relieve any injuries received by said minor while he/she was a participant or observer of any activity at SVBC Preschool. I authorize any licensed physician or licensed medical provider to perform any procedure which he/she deems advisable in attempting to treat or relieve any injuries, health emergency, or any related unhealthy conditions of said minor that he/she may encounter while in attendance at SVBC Preschool. I consent to the administration of anesthesia as deemed advisable by any licensed physician or licensed medical provider. I realize and appreciate that there is a possibility of complications and unforeseen consequences in any medical treatment, and I assume any such risk on the behalf of myself and said minor. I acknowledge that no warranty is being made as to the results of any treatment.



Release and Waiver of Liability and Indemnity Agreement

This release and waiver of Liability and Indemnity Agreement will be signed in person at the beginning each preschool year. The Release and Waiver of Liability and Indemnity Agreement can also be found on our website.

In consideration of my child(ren) participating in SVBC Preschool, I represent that I understand the nature of activities in which my child(ren) will be participating as a participant at SVBC Preschool, and I hereby certify that my child(ren) is/are in good physical condition and does/do not suffer from any disability, illness, or condition that prevents or limits his/her/their participation in any and all activities conducted by SVBC Preschool.

I, the minor's parent and/or legal guardian, do hereby release, discharge, covenant not to sue, and agree to indemnify and save and hold harmless the administrators, directors, agents, officers, volunteers, and employees of SVBC Preschool (hereto after known as the Releasees) from all liability, claims, demands, losses, or damages on my minor child(ren)'s account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, and I further agree that if, despite this release, I, the minor child(ren), or anyone on the minor child(ren)'s behalf makes a claim against any of the aforementioned Releasees, I will indemnify, save, and hold harmless each of the Releasees from any litigation expenses, attorney's fees, loss liability, damage, or cost any Releasee may incur as the result of any such claim.

I have read the Release and Waiver of Liability and Indemnity Agreement, I understand that I have given up substantial rights by signing it, and I have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of liability to the greatest extent allowed under the laws of the State of South Carolina and agree that, if any portion of this agreement is held to be invalid, the remainder of the agreement shall continue to binding in its full force and effect.



Acknowledgement of Receipt and Agreement of SVBP Handbook

This acknowledgement will be signed in person at the beginning of each preschool year.



Snacks

Parents/ Guardians are asked to provide snacks for their child’s class on a rotating basis. We are a Peanut Free Zone in our preschool so below is an approved snack list. **During your week to provide snacks, please choose from that approved list.** During your child’s birthday week, you may bring mini cupcakes, small cookies, or any similar treat for celebrating. Please remember that an excessive amount of icing or icing with is dyed red or black is highly discouraged. Water is offered always offered to the children during snack time.



Approved Snack List:

- Graham Crackers
- Saltine crackers with sliced cheese
- Nutri Grain/Fruit Bars
- Goldfish
- String cheese with Ritz crackers
- Cheez-its
- Pudding
- Animal crackers
- Butter cookies
- Rice Krispy Treats
- Vanilla wafers
- Granola Bars (peanut free)
- Sliced apples or mandarin orange
- Pretzels
- Squeeze Yogurt
- Squeeze Applesauce
- Bananas
- Great Value Mini Cookies
- Buggles



Food Allergies

While SVBC is a Peanut Free Zone, it is important that you inform your child’s teachers and the director of any special food allergies that your child has and any potential reactions. This information will be distributed to other parents/guardians so that inappropriate or dangerous snacks are not offered in your child’s classroom. Families of children with serious or life-threatening allergies are required to provide the Preschool Office with an “Allergy Action Plan” form provided by the child’s health care provider. If part of the plan mandates the use of an Epi-Pen, inhaler, or other specific medication, Spring Valley Baptist Preschool must store the medication in the Preschool Office. A “Permission to Administer Medication” form must be completed by the parent/guardian and kept on file with the medication in the Preschool Office. This form is available upon request. Refer back to page 7 of this handbook for additional information.

Appendix A: Goals & Objectives



Goals for Children in a Preschool Group

- To help them to learn about God, His Son, Jesus, and all of God's creation
- To help them develop a good self-image, a wholesome attitude towards their bodies, and a good star toward reaching their potential
- To provide opportunities for them to develop their whole personalities through:
 - First-hand experiences in social relationships
 - Physical development of large and small muscles
 - Find acceptable outlets for their emotions
 - Stimulating experiences which encourage them to think, analyze problems, and arrive at different possible solutions
 - Hearing and learning God's Word
- To encourage them to express themselves through materials, movement, and language by providing ample time and adequate opportunities
- To stimulate language development through hearing and using language
- To develop an awareness of their five senses
- To encourage independence
- To give them a thirst for and to increase their knowledge by asking questions and exploring their environment
- To help them develop a sense of curiosity through providing ample first-hand learning
- To give them some basic experiences which will assist in and encourage future learning
- To provide healthy experiences with other children of the same age and to help them develop positive attitudes towards others
- To meet their needs as individuals and as a group
- To encourage them to develop a positive attitude toward teachers, school, and learning
- To build a good relationship between the home and the school



Spiritual Objectives for 1K – 4K

In each age group, our goal is to help children learn more about God. Throughout your child's years at Spring Valley Baptist Preschool, we want them to know that the Bible is God's Word, to know that Jesus is God's Son, and to know that God hears them when they pray. We will teach each child that Jesus loves them and that He wants to be their friend forever. Each class learns age-appropriate Bible verses and learns stories of the Bible. 4K children learn the books of the Bible and learn a Bible verse for each letter of the alphabet. We are so thankful for the opportunity to share the love of Jesus with each child.



Train up a child in the way he
should go; and when he is old,
he will not depart from it.

Proverbs 22:6



1K Objectives

The following is a list of objectives for our 1K classes. All of these will be introduced to your child in a creative learning environment. Your child will be encouraged to learn at his or her own pace and should not feel pressured. Our curriculum offers hands-on experience, learning through fun, games, art, and music.

Academic:

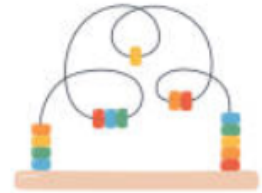
- Understands words and commands
- Begins to match similar objects
- Recognizes and find familiar objects in storybooks with adult assistance
- Understands the difference between “you” and “me”

Motor Skills:

- Seats self on a small chair
- Attempts to run
- Pulls a toy behind them when walking
- Throws underhand when sitting

Social Skills: Children will participate in learning activities that promote the development of personal independence and responsible behavior. Skills emphasized will include:

- Imitates adults’ actions and words
- Begins to be helpful around the classroom
- Brings things to “show” other people
- Able to play next to other children



2K Objectives

The following is a list of objectives for our 2K classes. All of these will be introduced to your child in a creative learning environment. Your child will be encouraged to learn at his or her own pace and should not feel pressured. Our curriculum offers hands-on experience, learning through fun, games, art, and music.

Academic:

- Listens to and imitates sounds in familiar rhymes, songs, and chants
- Recognizes first name written
- Recognizes numbers
- Makes comparisons between two objects
- Listens to stories
- Recognizes and names two-dimensional shapes (circle, square, triangle, rectangle) and sizes
- Learns simple Bible verses, rhymes, and songs

Motor Skills:

- Begins to use scissors
- Begins to hold crayons correctly
- Jumps and runs
- Tries to balance on one foot
- Throws a ball
- Kicks a ball

Social Skills: Children will participate in learning activities that promote the development of personal independence and responsible behavior. Skills emphasized will include:

- Sharing
- Taking turns
- Playing cooperatively
- Being a helper
- Learning manners
- Listening to and following one-step directions
- Taking care of their personal items (book bags, coats, etc.)





3K Objectives

The following is a list of objectives for our 3K classes. All of these will be introduced to your child in a creative learning environment. Your child will be encouraged to learn at his or her own pace and should not feel pressured. Our curriculum offers hands-on experience, learning through fun, games, art, and music.

Academic:

- Identifies written first name
- Identifies rhyming words with adult guidance
- Holds a book correctly and turns pages from left to right
- Tells a familiar story in correct order
- Identifies some letters of the alphabet
- Identifies simple opposites (big/little, light/dark, hard/soft)
- Sorts objects according to size, color, and other characteristics
- Identifies 10 basic colors (red, orange, yellow, green, blue, purple, pink, brown, white, black)
- Recognizes and names two-dimensional shapes (square, circle, triangle, rectangle, diamond, oval)
- Matches two equal sets using one-to-one correspondence with adult guidance
- Identifies numbers 1-10
- Matches numerals to sets of objects with the same number, 0-5
- Recites simple Bible verses
- Is familiar with simple Bible stories
- Recites days of the week in order

Motor Skills:

- Uses scissors and glue correctly with adult guidance
- Holds pencil correctly with adult guidance
- Hops and runs
- Runs and stops suddenly
- Balances on one foot
- Throws and catches a ball

Social Skills: Children will participate in learning activities that promote the development of personal independence and responsible behavior. Skills emphasized will include:

- Sharing
- Taking turns
- Playing cooperatively
- Helping others (being a helper)
- Using manners (please, thank you, yes sir/no sir, and yes ma'am/no ma'am)
- Listening to and following multi-step directions with adult support
- Putting their book bags and personal items in their designated spots and/or on their hooks





4K Objectives

The following is a list of objectives for our 4K classes. All of these will be introduced to your child in a creative learning environment. Your child will be encouraged to learn at his or her own pace and should not feel pressured. Our goal is that your child will be ready to enter public or private Kindergarten at the end of this school year. Our curriculum offers hands-on experience, learning through fun, games, art, and music.

Academic:

- Identifies written first and last name
- Writes first name
- Recognizes and names some upper- and lower-case letters
- Uses prior knowledge, story title, and pictures to make predictions about the content of the story
- Tells a familiar story in correct order
- Makes real-world connection between stories and real-life experiences
- Identifies and produces rhyming words
- Identifies numbers 1-20
- Matches numerals to sets of objects with the same number, 0-10
- Describes sets as having more, less, or equal
- Counts at least ten objects using one-to-one correspondence
- Sorts and classifies objects using one or more characteristics
- Creates and extends simple patterns
- Identifies 10 basic colors (red, orange, yellow, green, blue, purple, pink, brown, white, black) and 6 basic shapes (square, circle, triangle, rectangle, diamond, oval)
- Recites days of the week and names four seasons
- Recites address and identifies birthday
- Identifies directional terms (left/right, up/down, on/off, in/out)
- Identifies simple opposites (big/little, light/dark, hard/soft)
- Recognizes cause and effect relationships
- Recites simple Bible verses
- Is familiar with simple Bible stories



Motor Skills:

- Uses scissors and glue correctly with adult guidance
- Holds pencil correctly with adult guidance
- Hops and runs
- Runs and stops suddenly
- Balances on one foot
- Throws and catches a ball

Social Skills: Children will participate in learning activities that promote the development of personal independence and responsible behavior. Skills emphasized will include:

- Sharing
- Taking turns
- Playing cooperatively
- Helping others (being a helper)
- Using manners (please, thank you, yes sir/no sir, and yes ma'am/no ma'am)
- Listening to and following multi-step directions with adult support
- Putting their book bags and personal items in their designated spots and/or on their hooks
- Using the restroom unassisted



Appendix B: SVBP Learning Environment



Understanding the Learning Environment

Preschoolers learn by doing. Our learning environment is designed for activity teaching that provides the child with opportunities to enjoy a variety of firsthand experiences while making choices. Through activities, the preschooler uses his/her senses to learn. Curiosity motivates the child to search and discover. Repetition sharpens learned skills and helps to develop new ones. “Doing” is child’s play and play is a preschooler’s full-time occupation.

Children are allowed to move freely among the learning areas as their attention spans and interests change. They are not required to participate in every activity provided, but they are encouraged to make choices for themselves, which enhance their self-worth.

The hands-on activities provided in the learning centers in your child’s classroom are carefully planned according to age and developmental levels. Teachers strive to provide individual activities and opportunities for each child to be successful.

Therefore, teaching pictures and other items of interest are placed at the child’s level.

When you view the preschool classroom, you may initially observe bare walls. Excessive clutter, including room “decorations,” too many bulletin boards, and objects hanging from the ceiling, tend to distract preschoolers from the planned activities and therefore may create discipline problems. Additionally, it has been observed that, after a few days, these items tend to be ignored by the children, thus diminishing the teaching values of these props. To better appreciate the appeal of the room to your child, when you bring your child to the room, take a moment and kneel in the doorway. You can now “see” the room from your child’s perspective and better understand how the activities in the centers provide for better learning experiences than what is displayed on the walls.





Art Center

“God gives us things to enjoy” (1 Timothy 6:17)

- Develops social skills
- Fosters eye/hand coordination
- Enhances fine motor skills
- Releases emotional frustration
- Stimulates creativity
- Enhances independence
- Fosters cognitive concepts



Block Center

“We work together” (1 Corinthians 3:9)

- Permits child to choose sizes and shapes
- Fosters reasoning
- Enhances math skills & science concepts
- Fosters problem solving
- Child learns to take turns
- Child learns organizational skills
- Extends vocabulary
- Fosters creativity
- Fosters self-confidence
- Shares own ideas
- Develops sensory discrimination
- Develops eye/hand coordination



Book/Listening Center

“I’ve hidden your word in my heart” (Psalm 119:11)

- Stimulates new ideas
- Clarifies and organizes existing ideas
- Fosters aesthetic appreciation
- Name, describe, and classify materials
- Develops listening skills
- Verbally express feelings
- Builds a positive self-image
- Increases vocabulary
- Reinforces what has been learned first-hand



Home Living Center

“As for me and my house, we will serve the Lord” (Joshua 24:15)

- Allows child to reenact what is seen in own environment
- Fosters language & communication skills
- Develops problem solving skills



Puzzles/Manipulative Center

“Work with your hands” (1 Thessalonians 4:11)

- Provides experiences of success
- Child learns to work independently
- Teaches concepts of size, shape, color
- Develops eye/hand coordination
- Enhances problem solving
- Teaches relationship to parts of the whole
- Develops fine motor skills



Music Center

“Be glad and sing happy songs” (Psalms 9:2)

- Provides release of emotional tension
- Fosters creativity
- Develops auditory discrimination
- Experiences of joy and pleasure
- Develops social skills
- Develops listening skills
- Develops both fine and gross motor skills
- Develops singing skills
- Opportunity to experiment with different musical instruments
- Develops a sensitivity to sounds



Nature/Science Center

“Look at the things God made” (Job 37:14)

- Provides release of emotional tension
- Fosters creativity
- Develops auditory discrimination
- Experiences of joy and pleasure
- Develops social skills
- Develops listening skills
- Develops both fine and gross motor skills
- Develops singing skills & sensitivity to sounds
- Opportunity to experiment with different musical instruments

- Fosters creativity
- Releases emotional tension & frustration
- Develops eye/hand coordination
- Develops social skills

Appendix C: Handwriting Instruction



ABC Jesus Loves Me! – Handwriting

Spring Valley Baptist Preschool utilizes the curriculum ABC Jesus Loves Me. Through this comprehensive curriculum, our preschoolers begin building necessary skills needed in order to be successful when the time comes to begin writing letters and numbers. In our 1K and 2K classes, we believe that it is important to begin to build a solid foundation for our youngest learners in the following areas: fine motor skills, pre-writing skills, hand and finger strength, and visual-motor skills. These are the building blocks that are built upon as our preschoolers grow that will help them as they become developmentally ready to begin the process of learning to form and write letters on their own. By the time they leave our program after 4K, our goal is to have our preschoolers well on their way to being successful writers. The curriculum that we use at SVB Preschool, ABC Jesus Loves Me, outlines four steps to the handwriting process that is outlined in the curriculum. These steps include holding the pencil correctly, pre-writing, tactile and written letters & numbers, and letter & number progression work. A brief explanation is included below that comes from ABC Jesus Loves Me curriculum (you can visit the ABCJLM for more information on these steps by visiting <https://abcjesuslovesme.com/ideas/learning-to-write>).

1. Holding the Pencil Correctly – 2K Curriculum

There are several stages of pencil grip before the child masters the three-finger grasp. Time and growth in the child's fine and gross motor coordination will automatically advance the child through these stages. The ABCJesusLovesMe Curriculum walks the child and adult through the process in an age-appropriate manner. Halfway through the 2 Year Curriculum, there are activities designed to help the child hold a pencil correctly.

2. Pre-Writing – 2K & 3K Curriculum

Since all letters and numbers are made of five simple movements, a child must first be able to hold a pencil and follow a straight, diagonal, or circular line. The last few weeks of the 2 Year Curriculum introduce the pre-writing activity and the 3 Year Curriculum reviews it.

3. Tactile and Written Letters & Numbers – 3K & 4K Curriculum

After the child masters the basic lines and circles, he is ready to begin Step #3. Use tactile and/or large bubble letters and numbers to conduct this portion of the process to teach the child the correct formation.

Tactile letters and numbers are part of the 3 Year Curriculum and are a multi-sensory way of the child learning letters and numbers: sight - the child sees the letter; touch - the child forms the letter on the textured form; hear - the child says the name of the letter while tracing it.

4. ABCJLM Letter and Number Progression Worksheets – 4K Curriculum

Almost every number and letter in the alphabet is similar to another letter or number. The Letter and Number Progression worksheets of the 4 Year Curriculum combine these similarities to make handwriting easier.

Beginning with the simple line and progressing to more difficult strokes, the worksheets increase in difficulty, allowing the child to ease into the harder-to-form letters and numbers. Letter Formation Chants and Number Rhymes are taught and as the child write letters and numbers, say the chants along with them.

