

# ST ANDREWS BAPTIST CHURCH

## Weekday Preschool

230 Bush River Road

Columbia, SC 29210

Office 803-731-2621/Fax 803-750-8281

preschool@standrewsbaptist.org

### 2016-2017 REGISTRATION INFORMATION

Thank you for your interest in St. Andrews Baptist Church Preschool. Please fill out the attached application for enrollment and return with the **non-refundable** \$100.00 registration fee.

In-house registration for the 2016-2017 Preschool year will be held until 3/31/16 for church families and current students enrolled. **On 4/1/16, registration will be opened to those on the waiting list and to the public.**

**Entrance requirements:** St. Andrews Baptist Church Preschool follows state requirements for age guidelines/calendar.

- 4 year classes - A child must be four by 9/01/16
- 3 year classes - A child must be three by 9/01/16
- 2 year classes - A child must be 22 months old to begin
- 1 year classes - A child must be 12 months old to begin
- Crawler class - A child must be 5 months old to begin
- Infant class - A child must be 6 weeks old to begin

#### Required Forms must be submitted prior to admission:

	<u>Teacher/Pupil Ratios:</u>	<u>DSS Ratios:</u>
• Registration Form and all attachments	Infants 1:3	1:5
• Updated Immunization Record	Crawlers 1:4	1:5
• Birth Certificate	1 year olds 1:5	1:6
	2 year olds 1:7	1:8
	3 year olds 1:9	1:12
	4 year olds 1:10	1:17

### CHRISTIAN EDUCATION

The Preschool is a ministry of St. Andrews Baptist Church. We are thankful for the opportunity to teach Christian principles and integrate these into all the children's activities. Classroom teachers plan weekly Bible stories, songs and Bible thoughts to begin laying strong spiritual foundations in the lives of these children.

Our Preschool is guided by a Preschool Committee elected by members of St. Andrews Baptist Church annually. The committee works closely with the Preschool Director to plan, develop, evaluate, and support this area of the church's ministry to preschoolers, and to give assistance when needed.

# Programs Offered at St Andrews Baptist Church

## PRESCHOOL

9:00 a.m. to 12:00 p.m.

August 15, 2016 through May 25, 2017

Fees are for August-December 2016. 60 days notice will be given for any changes thereafter.

Tuition is \$195 for 5 day a week preschool, \$175 for 3 day a week preschool, and \$165 for two day a week preschool. Tuition is divided into 10 monthly payments and is due on the first school day of each month: August 2016 through May 2017.

The doors will be opened at 8:50 a.m. for preschool. Parents can drop-off and pick-up at their child's classroom door. Parents are encouraged to arrive on time to receive the full benefit of the preschool instructional program. Children not picked up by 12:10 p.m. will be brought to the Director's office to wait for a parent to arrive. There will be an additional charge of \$1.00 per minute for children not picked up on time. There will be no Preschool (only Extended Care) on certain days during the school year. (ex: Spring Break, Day before Thanksgiving, Winter Break, Parent/Teacher Conferences)

**Early Bird and Lunch Bunch** programs are available for parents who need their children to be here a little longer than 9 a.m. –12 p.m. **Early Bird** is for parents who need to bring their children at 8 a.m. **Lunch Bunch** is for children who need to stay until 1:00 p.m. Early Bird and Lunch Bunch both cost \$5.00 per day per program. Please indicate on the Registration Contract if one or more of these programs are needed and for what days.

## EXTENDED CARE

Available from 7:30 a.m. to 9:00 a.m. and 12:00p.m. To 6p.m. Dates: August 15, 2016- August 11, 2017

Fees are August-December 2016. 60 days notice will be given for any changes thereafter.

Fee Options: Thirty-five (35) hours or less per week.....Infants, Babies and Ones - \$140.00 per week

Twos, Threes and Fours - \$130.00 per week

Thirty-six (36) hours or more per week.....Infants, Babies and Ones - \$170.00 per week

Twos, Threes and Fours - \$160.00 per week

The extended care program is for those who need more hours than the preschool option. **This program is a 50 – week per year program.** Please be very accurate about your needs. There are two fee options and you will need to select either the **Thirty-five hours or less contract**, or the **Thirty-six hours or more contract**. **If you go over your contracted hours, your account will be charged. All students must attend during the morning preschool hours (9:00 – 12:00).** Fees are due on the first school day of each week. Please give two weeks written notice if your needs for hours should change and we will try to accommodate these needs based on staffing. **We also require a two week written notice if you were to withdraw your child from the program.**

Extended care is open year round except for the following holidays:

Labor Day • Thanksgiving Day • Day after Thanksgiving • Christmas Eve • Christmas Day • Day after Christmas  
New Years Eve • New Years Day • MLK Holiday • Good Friday • Memorial Day • Independence Day  
Vacation Bible School Week (Usually the third full week of June)

(If a holiday falls on a weekend, we will observe it either the workday before or after)

We are also closed the following days for professional development: August 12, 2016, Feb.20, 2017 and May 26, 2017

**Tuition is divided into 50 weekly payments. You are responsible for 50 weeks per year.**

**5 absence days per school year are allowed at no charge.**

**You are not charged for the week we are closed during Vacation Bible School.**

**You are charged the full weekly payment during the other holiday weeks.**

**Necessary Items for Extended Care:**

- A tri-fold, waterproof rest mat which will remain at school
  - Mark your child's name at both ends with permanent marker
  - Blankets, will be stored at school during the week
  - A full change of clothing, including socks and underclothes.
  - a lunch packed from home in an insulated bag with ice pack
  - Diapers and wipes, if appropriate.
  - Infants and Babies must provide bottles of milk/formula
- Snacks will be provided each day for preschool and again in the afternoon for extended care.**

**Statement of Fees for August 2016 – December 2016**  
**60 days notice will be given if any changes are made thereafter.**

<b>Registration</b>	Per Child (Non-refundable)	\$100.00	Annually
<b>Supply Fees</b>			
Supply fees are due at the beginning of each Semester	Preschool with extended care option	\$75.00	Bi-Annually
<b>(August and January)</b>	Preschool (9am-12pm) 5 days	\$50.00	Bi-Annually
	Preschool (9am-12pm) 3 days	\$40.00	Bi-Annually
	Preschool (9am-12pm) 2 days	\$30.00	Bi-Annually
<b>Preschool Tuition</b> (1yr. Class-4yr. Class) (9:00am-12:00pm)			
	5 days	\$195.00	Monthly
	3 days	\$175.00	Monthly
	2 days	\$165.00	Monthly
<b>Early Bird</b> (8:00-9:00 am)	Optional	\$5 per day	Weekly
<b>Lunch Bunch</b> (12:00-1:00pm)	Optional	\$5 per day	Weekly
<b>Extended Care option</b> (6 weeks to 4 years)			
	Extended care – <i>Thirty-five or Less Hours</i> (Infants & Toddlers)	\$140.00	Weekly
	Extended care – <i>Thirty-six or More Hours</i> (Infants & Toddlers)	\$170.00	Weekly
	Extended Care - <i>Thirty-five or Less Hours</i> (2's, 3's, & 4's)	\$130.00	Weekly
	Extended Care - <i>Thirty-six or More Hours</i> (2's, 3's, & 4's)	\$160.00	Weekly

**A late fee of \$1.00 per minute will be charged if your child is not picked up at the contracted times. Please read the attached policy statements about Late Tuition/ Extended Care and Returned Checks.**

## FINANCIAL INFORMATION

**Registration:** A non-refundable, yearly registration fee is required when a child enrolls in our program. Registration for the upcoming school year will be held in late January and early February of that year. Registration will be open to currently enrolled families and members of St. Andrews Baptist Church first. Two weeks later, registration will open to the general public. A new registration packet must be completed at that time and all required documents submitted before the child may begin attending.

**A two-week written notice is required if a child is withdrawn from the program.**

**Supply/Activity Fee:** The first semester supply fee is due August 15, 2016. The fees are listed in the registration packet and vary with the number of days and hours per week the class meets. The second semester supply fee is due the first of January, 2017.

**Preschool Tuition:** The tuition is paid monthly and covers the preschool class time of 9:00 AM until 12:00 noon each day. The tuition is due on the first of each month and is considered late after the 10th day of the month. At this time, a late charge of \$15.00 will be added to your account balance. Your child's name should be on every check written to St. Andrews Preschool.

**Extended Care Weekly Fee:** Our extended care hours are from 7:30 AM until 9:00 AM and from 12:00 noon until 6:00 PM. If you choose extended care hours, you will pay the weekly tuition for Extended care for **50 WEEKS PER YEAR** (Preschool is included). Each family needs to complete a contract for hours needed. Payments are due in advance on the first business day of each week. A late fee of \$15.00 per week will be added to account balance if not paid by the close of the second business day (or the first day back following an absence). **Failure to bring your account current within two weeks may result in dismissal.** We encourage monthly payments in advance. Your statement will reflect the credit amount until the end of the month. Five absence days are allowed at no charge each school year. (These are your "vacation days.") Extended care parents are responsible for 50 weeks per year. Any account that is 35 hours or less that goes into the 36 hours or more will be charged an additional \$30.00 for that week. **When a child begins attending mid-year, vacation days will be pro-rated for the portion of the school year attended.**

**Returned Check Charge:** There will be a \$25.00 charge added to your account for a returned check. If two of your checks are returned, further payments will be made on a cash or money order only basis.

**Tuition Payment in Arrears:** If the tuition payment or a payment plan is not made within 2 weeks from leaving the school, a certified letter will be sent to you, explaining your options. Your account will then be turned over to a collection agency and collection proceedings will continue until payment is made in full.

**Early Arrival/Late Pick-up Fees:** We open at 7:30 and close at 6:00 PM. Children who arrive before or leave after their contracted times will be charged for the additional time at the higher rate per hour. Any child dropped off before 7:30AM or picked up after the Extended Care closing time of 6:00 PM, will be charged an early/late fee of \$1.00 per minute. Please call the office if you are going to be late.

**Tuition deductions:** No tuition deductions are made for absences, holidays, or inclement weather. If we close because of inclement weather, we are not required to make up those days and time is not scheduled in our year to do so. Tuition will be applied at the regular amount owed.

**Sibling discount:** We now offer a discount to families of multiple children. The second child attending the school will receive a \$15.00 discount on tuition. A 60 day notice will be given if changes are made.

**ST. ANDREWS BAPTIST CHURCH**  
**WEEKDAY PRESCHOOL**  
**230 BUSH RIVER ROAD COLUMBIA, SC 29210**  
**Office 731-2621/ Fax 750-8281**

**2016-2017 REGISTRATION FORM**

Date Reg. Received \_\_\_\_\_  
Reg. Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Expected Enrollment Date \_\_\_\_\_

**Registration Status:**

- Member of St. Andrews Baptist Church
- Currently enrolled at St. Andrews Baptist Church Preschool
- Previously enrolled at St. Andrews Baptist Church Preschool

**Registering for: (Please check all that apply)**

- Preschool: 5 Days (M-F) Classes      Fours, Threes, Twos, Ones (Please circle class)
- Preschool: 3 Days (M-W-F) Classes      Fours, Threes, Two, Ones (Please circle class)
- Preschool: 2 Days (T-Th) Classes      Fours, Threes, Twos, Ones (Please circle class)
- Early Bird/Lunch Bunch
- Extended Care Option                      Fours, Threes, Twos, Ones, Babies, Infant (Please circle class)  
(50 weeks per year)

Full Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name Used at Home \_\_\_\_\_ Present Age \_\_\_\_\_ Sex \_\_\_\_\_

Telephone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Pager # \_\_\_\_\_

Father's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Pager # \_\_\_\_\_

**Child's Information:**

How did you learn of our center? \_\_\_\_\_

Parents divorced? \_\_\_\_\_ Parents separated? \_\_\_\_\_ Legal Guardian? \_\_\_\_\_  
(Please provide St. Andrews Baptist Church Preschool with copy of court papers regarding custody.)

Name of siblings with ages: \_\_\_\_\_

Previous Program(s) Attended: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Denomination/Church: \_\_\_\_\_

Special information concerning your child that will be helpful to SABC Preschool:  
\_\_\_\_\_

✧ Allergies, health concerns, and daily medications involving your child: \_\_\_\_\_  
\_\_\_\_\_

**Emergency Information:**

Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone # \_\_\_\_\_

Hospital Preference \_\_\_\_\_

**Persons Authorized To Act for Parents In Case Of Emergency (Local Only)**

Contact Person: \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Business # \_\_\_\_\_ Cell/Pager # \_\_\_\_\_

Contact Person: \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Business # \_\_\_\_\_ Cell/Pager # \_\_\_\_\_

(Please make sure they know you have given us their name)

*I give permission to SABC Preschool to take whatever emergency (i.e., first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of this program. It is understood that the staff may need to contact local emergency resources before the parent, child's physicians and/or other adult acting on the parent's behalf. If the local emergency resources deem it necessary to transport my child, it will be to the closest hospital facility.*

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**2016-2017 CONTRACT FOR ST. ANDREWS PRESCHOOL PROGRAMS**

**EXTENDED CARE**

Child's Name \_\_\_\_\_

**Class Requested**

- 4 year classes - A child must be four by 9/01/16
- 3 year classes - A child must be three by 9/01/16
- 2 year classes - A child must be 22 months to begin
- 1 year classes - A child must be 12 months to begin
- Crawler class - A child must be 5 months old to begin
- Infant class - A child must be 6 weeks old to begin

**Fees are for August – December 2016**

**60 days notice will be given if any changes are made thereafter.**

A **non-refundable** Registration Fee of \$100.00 is due when the registration form is submitted in order to hold a space in the requested class. The space is not reserved until this fee is paid.

The **Supply Fee** is paid at the beginning of each Semester (August and January). The supply Fee is \$75 per student per semester. This fee is paid in August 2016 and then again in January 2017.

**Extended Care Fees**

- Thirty-five hours or less per week... Infants, Babies, and Ones - \$140.00 per week  
Twos, Threes, and Fours - \$130.00 per week
- Thirty-six hours or more per week... Infants, Babies, and Ones - \$170.00 per week  
Twos, Threes, and Fours - \$160.00 per week

**Time Needed for Extended Care:**

- Thirty-five or Less Hours  Infants, Babies or Ones
- Thirty-six or more Hours  Twos, Threes, or Fours

**Please indicate the exact hours needed each week**

(Must include preschool hours of 9:00 – 12:00)

	Monday	Tuesday	Wednesday	Thursday	Friday	
Arrival Time						
Departure						Total Hours
Hourly Totals						

*I agree to pay \$ \_\_\_\_\_ per week, due in advance, on the first school day of each week. This program is for 50 weeks per year. I have read and agree to the Preschool's Late Tuition/Extended Care Payment Policy and the Return Check Policy. I understand that my child will not be allowed to attend if payments are not made according to these policies. A two-week written notice must be given if your child were to withdraw from the program.*

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**2016-2017 CONTRACT FOR SABC PRESCHOOL PROGRAMS**

**PRESCHOOL**

Child's Name \_\_\_\_\_

**Class Requested**

- 4 year classes - A child must be four by 9/01/16
- 3 year classes - A child must be three by 9/01/16
- 2 year classes - A child must be 22 months to begin
- 1 year classes - A child must be 12 months to begin

**Number of Days per Week**

- Preschool: 5 Days Classes (9:00 a.m. – 12:00 a.m.)
- Preschool: 3 Days Classes (9:00 a.m. – 12:00 a.m.)
- Preschool: 2 Days Classes (9:00 a.m. – 12:00 a.m.)

**Other Preschool Programs**

- Early Bird (8:00 a.m. - 9:00 a.m.).....Number of Days \_\_\_\_\_ per week
- Lunch Bunch (12:00 p.m.-1:00 p.m.).....Number of Days \_\_\_\_\_per week

**Fees are for August – December 2016**

**60 days notice will be given if any changes are made thereafter.**

A **non-refundable Registration Fee** of \$100.00 is due when the registration form is submitted in order to hold a space in the requested class. The space is not reserved until this fee is paid.

The **Supply Fee** for Preschool is \$50 for 5 day a week students, \$40 for 3 day a week students, and \$30 for 2 day a week students per semester. This fee is paid in August 2016 and then again in January 2017.

**Preschool Fees** are due on the first school day of each month. Preschool tuition is one set price divided into 10 monthly payments for your convenience.

- Five days per week...\$195 per month
- Three days per week...\$175 per month
- Two days per week...\$165 per month

Early Bird and Lunch Bunch Fees are paid weekly and are due at the beginning of each week. Fees are \$5 per day for each extra preschool program.

*I agree to pay \$ \_\_\_\_\_ per month for preschool on the first school day of each month.*

*If registered for Early Bird and/or Lunch Bunch, I agree to pay \$ \_\_\_\_\_ per week (\$5 per day per program).*

*I have read and agree to the Preschool's Late Tuition/Preschool Care Payment Policy and the Return Check Policy. I understand that my child will not be allowed to attend if payments are not made according to these policies*

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



**Authorization for Child Pick Up**

The following listed individuals have permission to pick up my child from St. Andrews Baptist Church Preschool. I understand that I must fill out an **Individual Child Checkout Form** in advance each time someone other than myself is to pick up my child, except in the case of an emergency in which we will contact the Director.

The name, relationship, phone numbers of persons authorized to pick up a child from the program must be recorded on this form. When one of these individuals comes to pick up a child, verification of identification, (such as a valid driver's license, other picture I.D., or family code word) will be required for anyone not known by the staff.

Our Family Code Word: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Business # \_\_\_\_\_ Cell/Pager # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Business # \_\_\_\_\_ Cell/Pager # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Business # \_\_\_\_\_ Cell/Pager # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home # \_\_\_\_\_ Business # \_\_\_\_\_ Cell/Pager # \_\_\_\_\_

*I have read and understand the St. Andrews Baptist Church Preschool policy on pick up authorization.*

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

**Policy and Procedure for Illness and Administering Medication**

Medication (prescription or over the counter) will not be administered unless the Director has a signed permission slip from the parent explaining the exact dosage, time, and duration of treatment. These slips are available in the office. Any medication must be given in the original container, be labeled with the child's name, and be given to the Director or the child's teacher.

A child who is taking an antibiotic **must take the medication for at least 24 hours and be fever free to be considered non-contagious and allowed to return to the preschool.**

Your child should not attend school if he/she has had any of the following symptoms within the **previous 24 hours:**

1. Fever of 100 degrees or above
2. Contagious disease
3. Sore throat or swollen glands accompanied by a fever
4. Earache accompanied by a fever
5. Undiagnosed red eyes or drainage from the eyes
6. Vomiting or diarrhea within the past 24 hours
7. Untreated head lice, ringworms, or scabies
8. Persistent cough or runny nose

Thank you for respecting these policies

*I have read and understand the St. Andrews Baptist Church Preschool policy on administering medicine and illness.*

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

**St. Andrews Baptist Church**  
**Preschool**  
**Child Discipline Policy**

1. There will be no corporal or physical punishment.
2. Encouragement will be used for positive behavior.
3. Consistent and patient redirection will be used to correct negative behavior.
4. Each child's individual needs will be considered as our teachers guide them throughout their preschool experience.
5. The Director will involve the child's parents when needed to reinforce consistent guidelines at home and at school.
6. Each child's privacy will be protected by the teachers and the Director in order to keep a child from being inappropriately labeled by others.

*I have read and understand the St. Andrews Baptist Church Preschool policy on discipline.*

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

**Field Trip Parent / Guardian Consent Form**

This Parent/Guardian Consent Form must be completed **for all children of all ages registered in the St. Andrews Baptist Church Preschool.** This is required by DSS. No child will be allowed to leave the church on a field trip without this signed form on file. Individual field trip permission forms will be distributed for all field trips and these must be signed by the same person who signed this consent form.

*I give my permission for my child to go on field trips with St. Andrews Baptist Preschool. I understand that I will be notified prior to each trip of all plans, fees, and arrangements and will need to complete an individual field trip permission form for each scheduled field trip. I, the undersigned, am legally authorized to sign the Parent/Guardian Consent form, and hereby give my full consent for my child to participate in field trips and related activities conducted by St. Andrews Baptist Church Preschool. Moreover, I release the supervisors/instructors, or any person acting on behalf of St. Andrews Baptist Church Preschool from any and all liability which may result from this activity.*

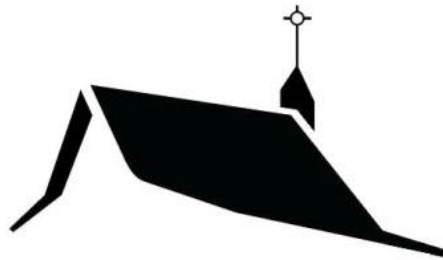
\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Class

ST ANDREWS  
BAPTIST CHURCH  
WEEKDAY PRESCHOOL



2016-2017  
REGISTRATION PACKET

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