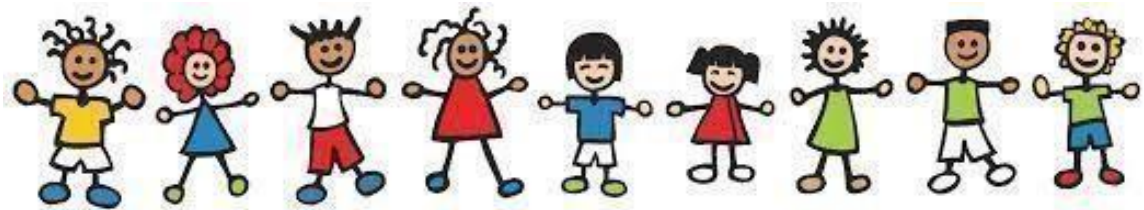


Greenville ARP Day School



Parent Handbook

741 Cleveland Street
Greenville, SC 29601

(864) 233-6309 (Church Office)

dayschool@greenvillearp.com

(Revised July 2019)

Dear Parents,

Welcome to Greenville ARP Day School! If you are new to us, you and your child have an incredible adventure ahead. If you have been with us in the past, we are so excited and honored that you have returned. We have an exciting school year planned, and we look forward to sharing it with you.

At Greenville ARP Day School, it is our goal to provide a nurturing, Christian environment in which your child can develop spiritually, academically, physically and socially. Our faith-based curriculum is designed to increase language, math, and motor skills and expose students to art, science, and music. The Day School's loving, dedicated teachers and support staff will provide a developmentally appropriate environment that will encourage children to explore and discover their world through play and hands-on learning activities.

Thank you for entrusting us with your precious child! We strive to work with you in the academic and spiritual nurturing of him or her. Open communication and mutual trust are crucial to your child's positive school experience. Please do not hesitate to call me or stop by if I can be of any help. The staff and I look forward to a wonderful year!

Sincerely,
Erica Wingate

Day School Coordinator
233-6309 dayschool@greenvillearp.com

Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6

Our Mission

Greenville ARP Day School seeks to glorify God by providing a Christian preschool environment, which nurtures the spiritual, physical, social and cognitive growth of children through a Christ-centered, developmentally appropriate curriculum in which children can develop to their fullest potential and learn about the love of our savior, Christ Jesus.

School Holidays and Inclement Weather Policy

Understanding that we have families with siblings in both the public and private school settings, we create a yearly calendar that reflects the holidays and breaks of the local schools as much as possible. Please note that our calendar will not follow any other school's (public or private) calendar entirely.

A complete calendar will be provided in the summer mailing.

With regard to inclement weather, we follow the closing decisions of Greenville County Schools. Greenville County closings are posted on WYFF Channel 4 and WSPA Channel 7. Whenever Greenville County Schools close or incur a delay DUE TO WEATHER, we will close. If Greenville County Schools are delayed, Day School will open with modified hours (10:30 am - 1:30 pm).

If snow falls after school is in session, please pick up your child as soon as possible. The school will close as soon as parents are able to pick up their children. Many staff members will need to leave to pick up their own children from school, so please be considerate of this policy.

Greenville ARP Day School may also close for circumstances deemed necessary by the Greenville ARP Church staff or Session/Diaconate.

Credits will be considered on a case-by-case basis.

Enrollment, School Schedule, and Monthly Registration

Greenville ARP Church Day School welcomes children of all backgrounds. Our enrollment is first opened to families presently part of our Day School program. After all current students and their siblings have secured a position for the following year, the remaining positions are available to members of Greenville ARP Church before opening to the public.

Enrollment forms and fees are due at the time of enrollment in order to secure a place for your child. Enrollment fees are nonrefundable.

Enrollment Fees:

\$75 per child and \$100 max per family (fee waived for GARP church members)

School Schedule and Rates:

Tuesday, Wednesday, Thursday

September-May

9 am-12 pm - \$20/day

9 am-12:55 pm (Lunch Option—provided by parent) - \$25/day

Monthly registration forms will be available the 1st of every month for the upcoming month and are due by the 15th of the preceding month. For example: October registration will be emailed September 1st and is due by September 15th (rates will increase after the 20th). Children in MMO and K1 must attend one day per week; children in K2, K3, and K4 must attend 2 days/week.

Refunds will not be given for missed days or sick days.

Adding days or the lunch option after the 15th will be permitted when space allows. Additional payment must be received prior to your child attending the add-on date(s) requested.

Rates for Registration after the 20th

9am-12:00 pm--\$25/day

9am-12:55 pm-- \$30/day

Tuition for the entire month is due by the **15th** of each preceding month. All checks should be payable to *Greenville ARP Church*.

Arrival/Drop-Off

For security purposes, please drop off children only at the main Day School entrance. This entrance is open from 8:50 am until 9:15 am. Once inside the building, you may proceed directly to your child's classroom. Although you are welcome to see that your child is safely in the classroom, please do not extend your stay beyond 9:15. At this time the teachers will begin the structured activities of the day, and the children's focus needs to be on the lesson/activity in progress. When the doors lock at 9:15 am, everyone, except students and staff, is required to exit the building.

***If your child has a difficult time separating from you, please remember that long goodbyes are generally no easier than short ones—for either of you. Gently reassure your child and make your exit. We do not want any child to be miserable, and we will contact you if we find him/her to be inconsolable after a period of time.

Dismissal/Pick-Up

As with drop-off, pick-up may occur only through the main Day School entrance. The doors will be unlocked at 11:55 am for 12:00 pm dismissal and then locked again at 12:10 pm. For 12:55 pm dismissal, the doors will be unlocked at 12:50 pm and locked again at 1:10 pm. Once inside the building, proceed to your child's classroom and form a line outside the classroom door. The teacher will dismiss one child at a time to ensure that every child is in the care of a parent before he/she leaves the classroom.

There is a fee for late pick-up. This fee is \$10.00 for any child picked up after 12:10/1:10 (depending on dismissal time stated on registration). If an emergency arises, please call the church office at 864-233-6309 so we can make necessary arrangements.

Please let us know if someone other than a parent or authorized person is picking up your child. A notice must be given to the child's teacher in advance. For your child's security, we may request a photo id before releasing your child.

Please be aware that drop-off/pick-up times are not acceptable conference times. If you need to schedule a conference, please make a request of the teacher, and a time will be scheduled for you.

The safety of our children is paramount. Please drive very carefully in our parking lot and be attentive to children and other parents moving to and from their cars.

Parent-Teacher Conferences

Teachers do their best to communicate to you in various ways with regard to how their child is doing and what is going on in the classroom. If you would like to have a conference with your child's teacher or Day School coordinator, please make an appointment. School hours are reserved for the children.

Discipline

Our goal is to encourage children to be independent while displaying self-control. We do this by providing age-appropriate limits, close supervision, guidance, and redirection. When necessary, we use "logical consequences" to help the children understand the consequences of their actions and thereby make good choices. Acceptable behavior is promoted and rewarded with smiles and praise. Unacceptable behavior will result in time out, loss of privilege, etc. We do not use any form of corporal punishment.

Playground

During hours of operation, the playground is reserved for students only. You are welcome to use the playground after hours. If you choose to do so, it is expected that you will enforce these playground rules with your children.

--Slide down the slides feet first, sitting position.

--Do not climb up the slide.

--Do not climb on the outside or top of the play equipment.

--Do not climb on the fence, walls, or gates,

--Report damages, hazards, or accidents to the teacher or coordinator immediately.

--Wear shoes at all times.

--**Keep the playground gate closed at all times.**

Snacks and Lunch

We will provide a small, healthy snack for your child between 9:30 and 10 each morning. Please be sure we are aware of any food allergies.

Lunch will take place at 12:10 pm each day in all classes. If your child is staying until 12:55 pm, we ask that you provide a healthy lunch (including drink) for your child. Do not send food that requires heating. Be sure to label your child's lunch box/bag.

To ensure the safety of children with acute peanut and tree nut allergies, **we are a nut-free school**. Any snack or lunch items containing nut products (peanuts and/or tree nuts) will be returned.

Immunizations

You are required to provide a current SC Certificate of Immunization upon your child entering school. If you moved from out of state or if the certificate on file has expired, you will have thirty days to submit a current certificate. After this thirty-day period, your child cannot be permitted to come to school.

Health Policy

To ensure the health of our school, it is our policy that children must stay home if they exhibit the following symptoms or conditions. (This list covers the most common illnesses but is not inclusive of all reasons for exclusion):

Fever of 100.5 degrees and above

Diarrhea

Vomiting

Severe coughing

Rash: unless a physician has determined it is not contagious

Conjunctivitis (Pink Eye)

**Impetigo (until 24 hours after treatment) Strep
throat (until 24 hours after treatment)**

Head lice (until after treatment and all nits are removed)

We will send children home (or call an emergency contact) when they exhibit any of the above symptoms. Please keep your child home until he/she has been free of fever (without the use of fever-reducing medication), diarrhea, vomiting, or other symptoms **for 24 hours AND is physically strong and active again**. Remember that children tire more easily in group settings. When your doctor determines that your child has a communicable disease, please inform the school immediately.

The school cannot administer any medication. *

* If your child has an EpiPen, we MUST have one on site should there be an accidental exposure to an allergen. This EpiPen needs to be in the original container with the pharmacy label.

Potty-Training

Your child does not have to be potty-trained in order to participate in a certain class; however, our K3 and K4 teachers do expect the children to need very minimal assistance in the restroom.

If your child begins the potty-training process while at school, please let us know how to help you. We want to stay consistent with what you are doing at home. **Please do not send your child to school in underwear unless he or she has been without accidents for at least 2 weeks.**

Birthdays and Special Occasions

We would love to celebrate your child's birthday with you at school! Parents may send in cupcakes or special treats to be shared in the class. Please make arrangements in advance with your child's teacher.

We will also have other celebrations for special holidays (Thanksgiving, Christmas, Easter, etc.) throughout the year. The teachers will be asking for your help at these times.

Clothing

Parents are encouraged to dress their children in seasonally comfortable play clothes and appropriate shoes that will allow them to participate in indoor and outdoor activities.

During the winter months, please expect that your child will participate in playground time unless the temperature is below freezing and/or weather conditions prevent playground use. Always ensure that your child has proper outerwear for outside play.

Spills and accidents are going to happen. All students need a complete change of clothing sent to school in a labeled zip-top bag. Please keep this inside your child's backpack.

Please be sure to label all of your child's belongings.

Required Forms

Please be advised that the following items must be on file before a child can begin class:

1. Registration Form with paid registration fee
2. Release of Liability/Treatment Consent form
3. Current SC Certificate of Immunization
4. Signed Acceptance of the Day School Terms and Policies form
5. Child Information/Emergency Contact form
6. Photo Consent form

Chapel

Children in K3 and K4 attend chapel each Thursday. During chapel, a Greenville ARP staff member will lead the children in songs, Catechisms, a short devotion, and prayer. Children in K2 will participate in chapel beginning in January.

Our developmentally appropriate curriculum uses creative, hands-on activities. We strive to provide a positive first learning experience for all children. While our model offers the opportunity for parents to vary their child's monthly attendance, each day has different lessons and objectives, so we encourage your child to attend frequently to maximize his/her academic and social experience.

Goals and Objectives

MMO (6 weeks up to approximately 20 months)

The infant class is a place where parents can feel confident and comfortable leaving their babies. The babies in our program are nurtured and cared for with a great deal of love, patience, and a sense of responsibility. Children are given individual attention so that all of their needs are being met. Even at this young age, skills and behaviors are being learned. Opportunities for social skills are presented, first language skills are being encouraged, and motor skills are constantly being developed.

K-1 (One year of age by September 1st)

Many new skills are learned at this age. Toddlers will be exposed to many new opportunities and activities. Appropriate social behaviors are reinforced. The main curriculum used is *ABC Jesus Loves Me* and focuses on themes with corresponding Bible stories. These stories are supported with memory verses, songs, finger plays, poems or nursery rhymes.

- Continue to develop gross motor skills such as walking, running, and climbing
- Fine motor skills are developed through the use of art activities, puzzles, block play, etc.
- Language skills are further developed through the use of books, stories, puppets, songs, finger plays, etc.
- Music and creative movement experiences are presented by the classroom teacher
- Self-help skills such as eating with utensils, drinking from an open cup

K2 Class (Two years by September 1st)

Skills already learned or presented at the toddler age will now be refined and further developed. The main curriculum used is *ABC Jesus Loves Me* and focuses on themes with corresponding Bible stories. These stories are supported with memory verses, songs, finger plays, poems or nursery rhymes. Other goals and objectives taught throughout the year are:

- Play together by taking turns and sharing
- Learn to use words to express needs, wants, and emotions
- Continue to develop fine and gross motor skills through use of manipulatives, art media, creative movement, games, and outdoor play
- Experience fun of first friendships
- Music and creative experiences presented by classroom teachers
- Math focus - colors, shapes and counting to 10
- Alphabet introduction
- Biblical themes with corresponding Bible stories
- Bible verse memorization

K3 Class (3 years by September 1st)

The *ABC Jesus Loves Me* curriculum is used as well as other supportive materials. The three-year-old curriculum consists of a chronological study of Bible stories starting in Genesis. Each Bible story is supported with a memory verse, song, and finger play or nursery rhyme. Other goals and objectives taught throughout the year are:

Social

- Good manners
- Taking turns
- Functioning within a group
- Speaking clearly
- Communicate wants/needs

Independence

- Going to the bathroom alone
- Put on/take off outerwear
- Find their hook or cubby upon arrival and after lunch
- Cleaning up

Small motor skills

- Use/ hold scissors properly
- Use/ hold writing utensils properly
- Painting
- Liquid glue
- Puzzles

Large motor skills

- Playground activities
- Jumping /hopping/skipping
- Musical activities

Intellectual--Basic math skills including shapes, sorting, spatial concepts, and patterns

- Recognize numbers 1- 10 (Introduction through 15)
- Letter of the Week study (Uppercase and intro of lowercase)
- Follow directions
- Good listening habits
- Expresses creativity

K4 Class (Four years by September 1st)

The *ABC Jesus Loves Me* curriculum is used as well as other supportive materials. The four-year-old curriculum is geared toward children who will be entering kindergarten the following year. It consists of a study of the Fruits of the Spirit and character traits which are supported through Bible characters, memory verses, and songs. Other goals and objectives taught throughout the year are:

Bible Skills

- Bible stories
- Memory verses (A-Z)
- Children's Shorter Catechism (#1-10)
- Bible songs
- Visits to chapel

Reading/Writing Skills

- Identify upper and lowercase letters
- Write upper and lowercase letters
- Identify letter sounds
- Write name independently
- Identify beginning consonant sounds
- Learn to hold writing utensil correctly
- Match upper and lowercase letter pairs

Number Skills

- Recognize numbers 1-20
- Rote count 1-20
- Demonstrate one-to-one correspondence of numbers 1-20
- Connect number words and numerals to the quantities they represent
- Write numbers 1-10

Math Concepts

- Identify basic shapes and colors
- Identify spatial concepts (over, under, right, left, etc)
- Sorting items by shape, color, and size
- Identify opposites (cold/hot, etc)
- Sequence events
- Demonstrate an understanding of patterns
- Learn about the four seasons, days of the week, months of the year
- Discover the five senses

Social Skills

- Work and play in both large and small group settings
- Clearly communicate with teacher and peers using language to convey wants/needs/ideas
- Demonstrate appropriate manners in class
- Actively participate in songs, rhymes, games, and other group activities
- Toilet and wash hands independently
- Follow instructions
- Share with peers

Fine Motor Skills

- Hold and use a writing utensil correctly
- Trace lines, letters, and numbers
- Hold and use scissors correctly
- Paint with brush, fingers, or Q-tip
- String beads, assemble puzzles, build blocks, shape dough
- Hold and use glue stick correctly
- Count with math manipulatives

Gross Motor Skills

- Jumping, running, kicking/catching/throwing a ball
- Line up and follow leader
- Alternate feet on stairs
- Participate in group games
- Make motions/movements along with songs

Greenville Associate Reformed Presbyterian Church

We would love to have you worship with us!

Worship Times:

Sunday morning

8:30 am Worship in the Sanctuary
9:45 am Sunday School for all ages
10:30 am Coffee and Donuts in the Fellowship Hall
10:55 am Worship in Sanctuary

Wednesday evening—Fellowship Hall

6:00pm Family Meal
6:30pm Teaching for all age groups

Rev. Brandon Barrett—Senior Pastor
Rev. David Griffin--Associate Pastor
Vacant--Associate Pastor of Discipleship and Family Ministries
Wilson Clark—Associate Pastor of Youth Ministries
Rebekah Harkins – Children's Ministry Coordinator
Beth McCary--Financial Secretary
T.J. Ellis--Administrative Assistant

Greenville ARP Church

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