

**JOHN KNOX KINDERGARTEN &
PARENTS' DAY OUT**

2025-2026

PROGRAM GUIDELINES FOR PARENTS



JOHN KNOX
KINDERGARTEN & PDO

35 Shannon Drive * Greenville * SC * 29615

(864) 322-0045

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WELCOME TO JOHN KNOX KINDERGARTEN AND PARENTS' DAY OUT PROGRAM

Dear Families and Children,

The staff and I are excited you have chosen our program! We realize you are entrusting your most precious treasures to our care and we look forward to a great year as we play a role in the lives of these children.

At John Knox we strive to give each child a firm sense of self and an understanding of the world and their place in it. Children learn and grow as unique individuals. The staff guides and encourages each child through explanation, exploration, and experimentation to develop their language, academic, social, and motor skills. Through Christian teachings of love, respect, and purpose, we hope to instill in each child a sense of belonging and community.

Our loving teachers provide opportunities for learning in a variety of arenas that allow children to reach their maximum potential. We are here to support you and invite you to be active in your child's learning experience. Please feel free to contact me with any questions or concerns. Your thoughts and input are always welcome.

In His Service,
Tami Wall
Director

A Message from Our Pastor

Dear Families,

I am happy to welcome you on behalf of all the members of John Knox Presbyterian Church. Since its founding our church has served the community by providing a loving place for children to learn and grow through loving care and Christian nurture. We follow a Lord who called children to himself and welcomed them with love. Following Christ's example, we seek to provide this care through our Kindergarten and Parent's Day Out. It is our joy to do so: loving Christian nurture is in our DNA!

We trust and pray that your child will thrive in this program, and we thank you for entrusting your child to our care. Please know that we pray for your child and family. Feel free to be directly in touch with me to let us know if there is a way we can improve our ministry and serve you more fully.

If you are not currently involved in another church, we would love for you to join our worship and fellowship and discover what drives our loving service to kids and their families. Have a great year!

God's rich blessings,
Gordon Turnbull
Senior Pastor

TIPS FROM MS. TAMI

CLOTHING

- Children should wear comfortable play clothes and sturdy play shoes (shorts/leggings under dresses). No flip flops, please!
- Child's name should be on everything he/she brings.
- Clothing should be easy for children to deal with when toileting.
- Kindergarteners should be able to independently put on jackets or sweaters brought to school.
- Kindergarteners should keep an extra set of clothes at school (extra outfit in bag for PDO children).

TOILETING

- All children enrolled in kindergarten (K3, K4, K5) must be toilet trained and out of diapers or pull-ups.
- Must be able to indicate to the teacher the need to use the toilet, adjust their own clothing & take care of toileting needs in the bathroom.
- For children in our kindergarten classes, we realize occasional accidents happen. Because we want each child unsoiled as soon as possible, parents will be called to come and change their child when a messy accident occurs if no staff member is available.
- If accidents are frequent and continuous, we reserve the right to ask that the child be kept at home for a period of time to help further the toilet training process.

WHAT TO BRING

- Book bags, tote bags, or backpacks should be brought daily.
- Toys can only be brought to school on show and tell days or when requested by teacher.
- Lunches brought on a daily basis.

WHAT NOT TO BRING

- Comfort items such as blankets, etc. should be kept at home or left in book bag until needed for napping during Extended Hours.
- All candy, gum, and snacks should be left at home.
- Umbrellas should not be brought to school as the children will not need them.

BIRTHDAYS

- Celebration of a child's birthday at school is encouraged as long as the teacher knows in advance. **Per SC DPH (Formerly DHEC) regulation, only store purchased treats with ingredients listed can be used for functions at school.**
- Please do not send birthday invitations to school unless there is one for every child in the class.

DISCIPLINE PROCEDURES (see separate, written policy)

- Child is given several gentle reminders of acceptable behavior.
- Child is removed from activity and redirected by teacher to another activity.
- Child loses the privilege of playing in a particular center or activity for a certain amount of time.

- Child is given a time-out for redirection purpose. (i.e. thinking chair, manipulatives, a short walk, etc.).
- If inappropriate behavior continues, the teacher will involve the Director.
- When these steps have been exhausted, a parent conference will be held with the parent, teacher, and Director. Suggestions may be made to help modify the behavior or outside resources may be referred.

EXTRA! EXTRA! WE'RE ALL ABOUT IT!

At John Knox our kindergarten students have many opportunities for enrichment and fellowship outside the classroom setting. We take every chance to make our environment one that is stimulating, exciting, and educational. Some of our 'extras' are listed below.

MUSIC

Much-loved Richard Morris (Mr. Richard) of RM MusicPlay comes every week to lead music and movement fun with all our students. As they acclimate to school, even our babies will join in!

STEAM ACTIVITIES

STEAM refers to **Science, Technology, Engineering, Art, and Mathematics**. In early childhood, **STEAM** teaching is encouraged to integrate these subject areas all year long to build a learning environment for each child that:

- Offers meaningful hands-on projects...
- Welcomes questioning and wondering...
- Broadens their exposure to professionals in our community...
- Empowers each child to take center stage in his/her own learning.
- Special guests will come each month to lead activities designed to enhance the ongoing work of our dedicated teaching staff.

IN-HOUSE FIELD TRIPS

We love to have vendors come in for special events with our children. We also love to utilize the gifts and vocations of our own parents. Please let us know if you'd like to be a part of our enrichment programming during the year!

CHAPEL & FAITH-RELATED TEACHINGS

- Students go to Chapel in the church sanctuary a minimum of twice per month for a short, simple devotional, Bible lesson or Bible story.
- Chapel sessions are led by Ms. Wall, teachers and by church staff.
- Our teachers use the age appropriate WEE Learn curriculum & other resources to provide Bible stories and activities, songs and prayer throughout the week.

OTHER SPECIAL ACTIVITIES

- We celebrate the last week of school with a variety of fun events such as The Critter Keeper, Carolina Choo Choo, or a magician.
- K5 students have a special graduation ceremony in our chapel.
- We love to recognize the holidays! The children will participate in an array of special activities centered on the holidays. These may include a Thanksgiving feast, Christmas party, pumpkin sing-along, etc.

PROGRAM FUNDRAISERS

Fundraisers are very important because they provide the funds for the many ‘extras’ that we can give our children in terms of equipment, toys, games, etc. These funds also cover ‘extra’ educational resources for the teachers such as die cuts, laminator, etc. In order for fundraising events to be successful, it is important that every family participate in some way. As soon as dates are set for fundraisers, families will be notified. We also have smaller ways that families can help out the program.

- Small, occasional fundraising events in which everyone can participate include scanning receipts for Box Tops for Education, purchasing student or class photos when they are taken, enrolling in Publix Partners for Education, supporting Book Fairs, etc. Please watch for announcements throughout the school year about these events.

INCLEMENT WEATHER POLICY

Watch WYFF or FOX TV for updates on delays/closings. John Knox Kindergarten and Parents’ Day Out Program will be listed separately from Greenville County Schools, though we often mirror their delays/closings. We also use parent emails, texts and our John Knox FB page to inform our families. When we open on a delayed schedule, we will delay our opening starting **from 8:00 AM**. No Early Stay will be offered when we are on a delayed schedule. Please note that due to some staff members having to wait to drop off their own children at school, students may be sent to another classroom until their teacher arrives.

We have two make-up days built into our calendar for inclement weather. If inclement weather arrives while school is in session, we will notify parents and close as soon as all the children have been picked up.

PLAYGROUND USE AND SAFETY RULES

We have worked very hard on our playgrounds and strive to keep them safe at all times for our students. Therefore, for the safety of all children, the following rules and policies are in place.

- During Kindergarten and PDO hours, the playground and PDO courtyard areas are for student use only. Please do not bring siblings, friends, etc. onto the playground or courtyard during hours of operation.
- Shoes are required at all times.
- Small swings are for infants, toddlers, and 2-year-olds only.
- Chain swings are for K3 and up.
- Chains are not to be looped over the upper bar of swing sets.

- Climbing on top of the play equipment is prohibited. Only 5-year-olds or older are allowed on the upper deck, slide and monkey bars, please!!!!
- Rubber chips, mulch, and sand are not to be thrown or relocated.
- Damages or hazards should be reported to the Director immediately.

HOT TOPICS

SCHOOL HOURS

- Regular Kindergarten (K3 & K4) and PDO program hours are 9:00 AM – 1:00 PM, Monday through Friday.
- K5 kindergarten hours are from 8:00 AM – 1:00 PM, Monday through Friday.
- For early drop off / extended stay hours, please see the “Extended Hours Program” section of the registration information. Please realize that these slots are taken at the time of yearly registration, so there may not be any slots left if you wish to enroll during the school year.
- Parent access codes will operate during the hours for which their child is registered.
- Kindergarten students are dropped off under the portico starting at 7:55 – 8:15 for K3 / K4 Early Stay & K5 students, and 8:45 – 9:05 for regular program hours each morning. Please try to be on time. However, if you arrive after the door is closed, please park in a designated space and walk your child to his/her classroom. **PLEASE DON'T BLOCK THE CROSSWALK.**
- Please do not enter either hall until 8:45 AM if you are not paying for Early Drop Off. The time prior to this is used by the staff for meetings, planning, and preparation.
- **UNDER NO CIRCUMSTANCES SHOULD A CHILD BE LEFT UNLESS A MEMBER OF THE STAFF IS PRESENT!**
- The Director’s office hours are typically 8:00 AM until 5:00 PM daily. This may be subject to change depending on meetings and other obligations.
- The Director may be reached at 864 322-0045 during office hours or at 864 616-4617 during off hours.
- **PLEASE NOTE THE INFORMATION REGARDING THE EARLY DROP OFF OR EXTENDED DAY HOURS.**

IMMUNIZATIONS

- Each child is required to have a copy of their current, updated South Carolina DHEC immunization record or Religious Exemption on file with the Director.
- **FORMS MUST BE ON FILE BY SEPTEMBER 29th** for the new school year and updated as vaccinations are received.
- Reminders will be sent to parents on/around the expiration date. Once the date on an immunization form has expired, you will have 30 days to provide a new immunization form. After that grace period, your child will not be allowed to return to school until we have an updated form per SC DPS (formerly DHEC) regulations.

HEALTH

- Please keep your child at home if he/she has a sore throat, nausea, diarrhea or very loose bowels, skin rashes, vomiting, new or worsening cough, earache, enlarged glands, congestion, trouble breathing, fever, pink eye, etc.
- Your child must be free of fever, vomiting and/or diarrhea (without aid of medication) for at least 24 hours before returning to school.
- If a child develops any of the above symptoms at school or complains of not feeling well, a parent will be notified and may be asked to pick him/her up immediately.
- Please notify the teacher and director if your child has been diagnosed with any contagious disease/illness such as COVID, strep throat, chicken pox, flu, pink eye, RSV, etc.
- Please see the enclosed Health and Sickness Protocol for more details.
- We really appreciate your cooperation in helping to prevent the spread of communicable diseases.

ABSENCES

- Please notify the Director if your child is out with an illness or will be out due to a family vacation, trip, family emergency, etc. Your child's teacher also likes to know!

LATE PICK-UP

- A late fee of \$1.00/minute will be charged if your child has not been picked up and you are exiting the school by their scheduled pick-up time.
- Kindergarten dismissal carline is from 12:50-1:00. If you are not in line by 1:00, you will be charged a late fee of \$1.00/minute to coincide with the time you pulled into the carline.
- Timeliness is crucial due to teachers rotating to afternoon assignments, meeting DSS ratios and teachers not accruing overtime. Many teachers arrive by 7:30 AM and we want to be respectful of their own family plans.
- If an emergency should arise and you know you will be late, please call the school at 864 322-0045 so that necessary arrangements can be made.

EMERGENCIES

- Our school conforms to all fire regulations as designated by the State Fire Marshall.
- A fire evacuation plan with alternate routes is posted inside each classroom.
- Monthly fire drills are practiced as required by law.
- In case of emergency, a designated staff member will dial 911 and all other staff will remain with the children in a safe location.
- If a safety emergency occurs, John Knox will go into a lock down phase.
- We strive for all staff at John Knox to be trained and certified in infant/child CPR and First Aid.

- If an off-site emergency location is needed, children will be relocated in staff vehicles to Aldersgate United Methodist Church at 7 Shannon Drive.

PARENT – TEACHER CONNECTION

Communication between parents and teachers is very important. We strive to keep our parents up to date on their child's progress and informed about school activities. Your child's teacher will be in contact with you many times throughout the year. However, we also want to hear from you. We welcome your comments and feel they are vital to the success of our program at John Knox.

Parents are also invited and strongly urged to strengthen the school and home connection by participating in classroom activities whenever possible. This really gives you an opportunity to observe firsthand what your child's learning environment is like.

PDO parents receive a daily sheet about their child's day from their teacher. Informal reports about your kindergarten student's progress will be sent home regularly. A more formal progress check will be completed twice a year, in December/January and at the end of May for K2 – K5. Conferences will be scheduled for all K5 students twice a year, usually in November and again in April/May. Conferences are available upon request for all K3 and K4 students.

Some of other things you can expect from your child's teacher and our program are:

- monthly program newsletters/snack calendars
- classroom calendars (includes daily activities & goals for each month)
- periodic phone calls, texts and/or notes
- special notices about upcoming events, fundraisers, and activities.

John Knox Kindergarten has a website where parents can look for forms, staff information, school calendar, etc.:

www.jkkindergarten.org

Our Facebook page is listed as 'John Knox Kindergarten & PDO'. This is a closed page for our staff and families only.

OPEN DOOR POLICY

The staff of John Knox Kindergarten and Parents' Day Out encourages parent involvement and always welcomes parents and family members into the classroom. We also welcome visitors to view our program. Please call 864 322-0045 if you would like to schedule a tour or observe in a classroom (other than your child's).

DROP OFF AND PICK UP INFORMATION

Each Family will receive a code for entry into the school building. **ALL PDO PARENTS**, please bring your child into the building and to his/her classroom to drop off or pick up. Please do not enter the classroom and let a staff person assist you at pick up during Late Stay hours.

ALL KINDERGARTEN PARENTS, please use our carline for Early Stay, Regular Drop Off and regular dismissal. For all other times, please park in our lot and come inside the building for pick up. **Please do not block carline. Please note the revised late pick-up fee policy at the bottom of the page.**



K-3, K-4 or K-5 EARLY STAY & REGULAR DROP OFF:

A staff member will be outside each morning from 7:55 - 8:15 (early stay & K5) and 8:45-9:05 (regular drop-off). They will open car doors and help your children get out of the car. Teachers will be waiting for them in their classrooms. Please unbuckle them before pulling up. Only those paying for early drop off, K5, and siblings of K5 students may drop off before 8:45.

K-3, K-4 or K-5 REGULAR PICK UP:

Dismissal carline is from 12:50 - 1:00. All K-3, K-4, and K-5 classes will be picked up under the portico. A staff member will open car doors and help children into the car. **Please pull forward to a parking space to stop and buckle your child.** This helps keep the carline moving. If you are not in line by 1:00, you will be charged a late fee of \$1.00/minute to coincide with the time you pulled into the carline.

K-3, K-4 or K-5 EXTENDED DAY PICKUP (ANY TIME AFTER 1:00):

Parents may enter the kindergarten hall during this low traffic time. Please do not enter our classrooms. Please keep any older siblings with you in the hallway. Designated classrooms for extended stay may depend on the day and/or time of pick-up. Again, a late fee of \$1.00/minute will be charged if your child has not been picked up and you are **exiting** the school by their **scheduled pick-up time**, so always plan your time accordingly. If you would like to sign up for this program or early drop off, please call me at 864 322-0045 as soon as possible as space is limited.

Kindergarten Supplies - These may be brought to your orientation meeting at the beginning of the year. Otherwise, please bag any items that aren't for the backpack and put your child's name on the bag. This could include any special craft, party, or event supplies. You may give it to a staff person in carline if your child is unable to carry it.

Late Stay Rest Time - Please do not send a large blanket for rest time. It would be extremely helpful if the child's name is on the blanket and it is in a bag such as a recyclable grocery bag, along with any stuffed animal they may want for resting.

Late Pick-Up Fee Policy - Our staff members are scheduled, and class ratios are met according to enrolled pick-up times. Please be mindful and respectful of this policy. The \$1 per minute charge accrues after **ALL** enrolled pick-up times and are firmly enforced.

JOHN KNOX KINDERGARTEN TRAFFIC FLOW

Our goal is to allow the arrival and pick up of children to be as smooth and safe as possible. When you bring your Kindergarten child to school, please drive to the lower parking lot of the church and enter the drive going under the portico. Someone will be there to open the car door for your child from 8:45 until 9:05 AM. Please allow your child to be independent by letting him/her walk into the school building on their own. If you wish/need to come into the building, please park in the parking lot. ***Do not*** leave your car parked under the portico. If you arrive after the door is closed, you ***must*** park in a parking space and walk your child into the building and to his/her classroom. ***Under no circumstances should a child be left unattended at the door!***

PDO parents are asked to drive around to the main church entrance off Shannon Drive by Lake Forest Elementary School. Please drive around the sanctuary to the back parking lot (next to the gym) and walk your child on the sidewalk to the PDO door. This will eliminate you having to walk across the car line in the lower parking lot. **THERE WILL BE NO PARKING BETWEEN THE PDO HALL AND THE GYM!**

Children will be ready for dismissal from 12:50 – 1:00 PM. All kindergarten classes, (K3, K4, K5) will be picked up under the portico, following the same pattern as morning drop off. We ask for your patience during this time. The safety of all the children is the most important issue. Please do not get out of your car while in carline. Please pull your car down to a parking spot to buckle your child's seat belt so that the car line can keep moving. Thank you in advance for your cooperation!

STUDENT RELEASE POLICY

John Knox Kindergarten & PDO Program has the following policy regarding the pick-up and release of children:

Children will only be released to persons authorized and noted by the parents or guardians on the emergency information form. Parents may notify the Director in writing to have a person(s) added to their pick-up list. The first time a new authorized person is picking up a child, he/she **must** show a driver's license to the teacher before the child is released. This may also happen at any time during the school year if the teacher does not recognize the person(s) picking up a child.

Parents, please do not leave young children in your cars! And please do not leave your car running while you are inside the building!

K3 GOALS AND OBJECTIVES

SOCIAL

- Exhibiting good manners
- Taking turns
- Functioning within a group
- Speaking clearly
- Communicating wants/needs

INDEPENDENCE

- Walking into school alone
- Going to the bathroom alone
- Put on/ take off outerwear
- Find their hook and cubby
- 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

- Recognizes colors/shapes
- Recognizes numbers 1- 10
- Follows directions
- Good listening habits
- Expresses creativity

K4 GOALS AND OBJECTIVES

SOCIAL / EMOTIONAL

- Aware of personal space & boundaries
- Express pride in learned abilities and skills
- Plan & sustain independent play. Demonstrate appropriate work and play habits when in a group setting (Shares, takes turns, good manners, etc.)
- Participate in cleaning up (putting things away in appropriate places)
- Demonstrate/attempt problem solving skills in social setting with peers before asking for teachers help - able to negotiate and compromise with others
- Demonstrate empathy, caring and respect for others (and their work)
- Follow classroom rules, routines, and consequences
- Communicate needs/wants to teachers and peers clearly and in complete sentences

COGNITIVE

- Identify upper and lower-case letters
- Identify sounds of each letter of the alphabet
- Recognize numbers 1 – 10
- Be able to orally count 1 – 10
- Demonstrate one to one correspondence of numbers 1 – 10
- Write numbers 1 – 10
- Identify and write his /her name independently
- Ask and respond to questions/ follow 2-3 step directions
- Recognize, identify, and name basic colors and shapes, as well as, identify in environment
- Produce rhyming words
- Recognize and extend patterns
- Independently practice appropriate toileting and self-help skills.
- Gain an appreciation/interest in music and art activities through active participation
- Observe, ponder, feel, and ask questions to better understand the world around them

FINE MOTOR

- Use/hold writing utensils, scissors and tweezers properly
- Use a variety of art materials for sensory experience and exploration
- Complete puzzles
- Manipulate zippers, hooks and buttons
- Other specific goals listed on back of monthly calendar

GROSS MOTOR SKILLS

- Jump, hop on one foot, forward somersault, skip, gallop, run, catch and throw large ball
- Other specific goals listed on back of monthly calendar

RESOURCE CURRICULUM MATERIALS INCLUDE:

- Alpha-Tales books and Letter Formation Instruction
- Special number and letter poems
- Handwriting without Tears
- Pre-K Trailblazer using spiraling curriculum /differentiated instruction based on current stage of development

K5 GOALS AND OBJECTIVES

The following objectives follow those of the state of South Carolina and The School District of Greenville County:

READING/LANGUAGE ARTS:

- Identify and write color words and shapes
- Name and recognize days of week and months
- Identify, match and write upper- and lower-case letters
- Identify beginning sounds and letter clusters in words
- Read sight words and simple sentences, followed by reading beginner books (according to individual reading readiness, student may begin "baggie book" sooner than the expected time to begin)
- Write name
- Participate in personal journal entries
- Write simple sentences

MATHEMATICS:

- Recognize, name and draw shapes
- Count members of a set up to 25
- Recognize, arrange and write numbers 1 -100
- Recognize and create patterns
- Create and interpret graphs
- Estimate quantities and measurement
- Execute addition and subtraction word problems and sentences
- Recognize and identify money (penny, nickel, dime and quarter)

SOCIAL AND PERSONAL DEVELOPMENT:

- Share and take turns
- Display self-control
- Work independently to complete tasks
- Work cooperatively within a group activity
- Listen to and follow directions
- Show concern and respect for others
- Recite birthday, address and phone number

MOTOR SKILLS:

- Large Muscles-Hop on one foot, skip, run, manipulate swing and ball, climbing, musical movement
- Small Muscles-cut, trace shapes and objects, tie shoelaces

Curriculum Materials:(1) Success in Reading and Writing (2) Cunningham 'Building Blocks' (3) WEE Learn Curriculum (4) Saxon Math (5) Math Their Way (6) Writing without Tears (7) Scripture Bytes for threes through fives (8) Christian Theme Filled Days (9) Scott Foresman Reading program.(10) The Science of Reading

PARENTS' DAY OUT PROGRAM GOALS AND OBJECTIVES

INFANTS – 8 WEEKS TO 1 YEAR

We want parents to feel confident and comfortable leaving their babies in one of our infant classes at John Knox. The babies in our program are nurtured and cared for with a great deal of love, patience, and a sense of responsibility. Each child is given individual attention so that all their needs are met. Even at this young age, skills and behaviors are being learned. Opportunities for social skills are present, first language skills are being encouraged, and motor skills are constantly being developed. DSS teacher/student ratio is 1/5, but we provide 2 to 3 teachers as well as a Floater.

TODDLERS – 12 TO 24 MONTHS

Many new skills are learned at this age. Children will be exposed to many new opportunities and activities. Student / teacher ratio is 6 to 12 students to 2 teachers as well as a Floater.

- Appropriate social behaviors are reinforced
- 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, fingerplays, 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, and beginning toilet training are reinforced

TWO YEAR OLDS – 24 TO 36 MONTHS

Skills already learned or presented at the toddler age will now be refined and further developed. The student / teacher ratio is 10-12 children to 2 teachers as well as a Floater.

- Play together by taking turns and sharing
- Learn to use words to express needs, wants, and emotions
- Fine and gross motor skills continue to develop through use of manipulatives, art media, creative movement, games, and outdoor play
- Introduce pre-academic skills such as colors and shapes
- Experience fun of first friendships
- Music and creative experiences presented by classroom and music teachers
- Prepare for more structured kindergarten program

PARENTS' DAY OUT INFORMATION

SCHOOL HOURS

- 9:00 AM – 1:00 PM. Monday through Friday.
- For Early or Extended Day options please see “Extended Hours Program” Section in the registration information.
- Parents **must** walk children in and to their classroom. Parents of infants must also sign in outside their classroom. Please wait until a teacher comes to the door to allow your child to enter the classroom.

DROP OFF PROCEDURES

- Please bring your child directly to their classroom each morning.
- Do not drop off any child earlier than 8:45 AM unless paying for Early Drop Off.
- **UNDER NO CIRCUMSTANCES SHOULD A CHILD BE LEFT UNLESS THE TEACHER IS IN THE ROOM!**
- Infant parents will be required to sign their child in each morning, leaving a phone number where they can be reached and listing who will pick up that day.
- Please call if you know your child will be absent.

PICK UP PROCEDURES (REGULAR PROGRAM HOURS)

- Parents, please enter the PDO hallway door, collect your child's belongings and make sure your child is signed out, even if the class is outside. We try to avoid parents picking up at the gate to the courtyard as our little friends might try to escape through the opened gate.
- If someone other than the parent is to pick up your child, please send a written note to the teacher and mark it on the sign in sheet. Staff will verify that person's name with his /her driver's license.
- Pick-up time is 12:50- 1:00. \$1 per minute late fees will apply beginning at 1:00 until you have picked up your child and *exited* the school.

ITEMS TO BRING DAILY- PLEASE LABEL EVERYTHING!!!!!(DIAPERS, BLANKETS, CLOTHES, ETC.)

- At least 2 disposable diapers (unless your child is potty trained).
- A filled sippy cup for daily use. We will refill as necessary.
- Lunch – lunches cannot be heated or refrigerated except for infant formulas, etc. Lunch items must be cut to ¼ in. size bites and in plastic containers or baggies.
- Do not send food in glass containers. This includes no glass bottles for infants.
- Send in a daily change of clothes in case of accidents, including shoes & socks.
- Please label *ALL* belongings clearly with the child's name.
- Snacks are provided by the PDO program.

CLOTHING

- Please dress your child in comfortable play clothes and sturdy play shoes. No flip flops, please!
- No items that could easily come off and become a choking hazard such as teething jewelry, small hair pieces, etc. should be sent in with your child.
- Send in jackets if the weather is cool or unpredictable.

PROCEDURES FOR TRACKING STUDENTS

PARENTS' DAY OUT PROGRAM TIME

- Parents must walk their children to the classroom door, knock, and wait for a teacher to greet them.
- Infant parents must sign them in. The sign sheet requires the following information: Name of the person picking up the child and the phone number(s) where the parent can be reached immediately. Infants must also be signed out before you exit the building.
- Teachers will keep a student tracking chart throughout the day noting where children are at all times.
- Classroom doors are kept closed throughout the day.
- When moving children from the classroom to the courtyard or gym, teachers are stationed at the front and back of the group and any other staff are holding hands of children who like to run, and unsteady walking, etc. The children are helped down a few stairs, across a blocked off drive, and into the gym. The courtyard is directly outside the exterior doors of the 2-year-old classrooms.
- Heads are counted prior to leaving the classroom and teachers are constantly counting heads all the way to the gym or courtyard.
- Infants may be transported from place to place in strollers.
- All teachers have a visual count of children in their care wherever they are.

KINDERGARTEN PROGRAM TIME

- Children are dropped off each morning between 8:45 – 9:05 AM. K5 students are dropped off starting at 7:55 AM. A staff member will be outside to open car doors and make sure that the children go into the hallway. Teachers will be waiting at their classroom doors for the students. If a parent arrives after 9:05, they must park and walk their child into the classroom. Children arriving for early drop off or staying for extended hours will be marked present with the supervising staff. Early drop-off children will be walked to their class at 8:45 and Extended day children will be signed out in the P.M.
- All teachers take roll every day as the children come in, noting those children who are absent.
- For any activities outside of the classroom, teachers will keep a master tracking chart in their rooms indicating where the children are at all times. Staff will walk

children to and from these areas doing a head count prior to and after arriving at any given area.

- Students are individually walked to cars by teachers or other staff as parents drive through our car line.
- All teachers have a visual count of students in their care wherever they are.

EARLY DROP OFF / EXTENDED DAY

- Sign in / Sign out sheets will be utilized for students being dropped off early or staying late. PDO parents will need to walk in to drop off or pick up for these hours. Specific classrooms will be assigned for these hours.
- Kindergarten Early Stay carline is offered from 7:55 – 8:15 AM. Parents will need to come in the building to pick up Extended Day students.

Emergency Medical Plan

John Knox Kindergarten / PDO has the following policies and procedures in place for emergency situations:

1. All parents / guardians will fill out completely the program forms which include emergency care information for their child. All forms are kept in student files in the Director's office. Each teacher will also keep a copy of appropriate forms in the child's personal file.
2. Children with moderate to severe allergies requiring medication(s) will have allergy treatment plans filled out by the parents / guardians. These forms are kept in the child's file and with the medication(s).
3. The medical conditions under which emergency care and treatment is warranted will include but are not limited to: severe cuts or abrasions which may require stitches, possible broken bones, fainting or blacking out, severe bleeding, allergic reactions requiring medication(s), dehydration, irregular breathing, and falls resulting in severe injuries to the body, especially the head.
4. In the case of an emergency, the staff will follow these procedures:
 - a. One staff member will stay with the child at all times, while another staff member will inform the Director and call 911.
 - b. The parents/guardians, or designated emergency contact person, will be immediately notified about the situation.
 - c. Medical treatment will begin if necessary, until appropriate medical personnel arrive.
 - d. If the child requires immediate transportation, they will be transported to the nearest possible medical facility by ambulance. The Director, or other qualified staff member, will remain with the child at the medical facility until a parent arrives. The nearest hospitals to John Knox are St. Francis Eastside or Patewood Memorial Hospital.
 - e. The emergency medical information is to accompany any child in any emergency. If the emergency is allergy related, the child's allergy

information and treatment form, as well as the child's medication(s) will accompany them.

- f. All staff not involved in the emergency process will stay with the other children in their respective classrooms.
 - g. We strive for all John Knox staff to have CPR, AED, and first aid training.
 - h. An "Accident Report Form"
5. An "Accident Report Form" shall be completed for each accident, especially if blood is involved. Minor scratches and abrasions may not warrant an accident form. The report shall be completed as soon as possible following the accident and no later than the same day. The original report will be filed with the Director. A copy will be sent home to the parents.

Emergency Evacuation Policies and Procedures

The information below explains the John Knox Kindergarten & PDO emergency evacuation plans and procedures in case the building must be evacuated.

1. All staff have weather alert apps on their cell phones in case of severe weather.
2. In the event of a tornado warning, the children shall be evacuated to a designated area, which in most cases is a hallway. They will remain there with staff until the threat has passed.
3. In the event of a tornado touchdown and damage, students will remain in the safe area with staff until parents can be notified and a safe pick-up place determined. Our emergency off-site location is Aldersgate United Methodist Church at 7 Shannon Drive.
4. Staff will be trained in these procedures and follow them promptly if necessary.
5. A tornado drill will be held at least once during the school year near the start of tornado season.
6. Fire drills, via verbal or actual activation of the alarm, will be held on a monthly basis. Fire evacuation plans and maps are posted in each classroom.

Student Allergies

Due to the reality that more children are experiencing moderate to severe food allergies, the staff here at John Knox Kindergarten and Parents' Day Out Program will do as much as possible to keep all children safe and healthy.

Should our program have a child or children who fall in this category, their health and well-being may be more easily compromised. Thus, in order to reduce the risk of allergic reactions, the following guidelines and procedures will be followed:

- Parents must notify the Director if their child has any moderate to severe allergies.
- Allergy medication(s) and dosages must be listed on the allergy action plans and a copy of the plan will be kept with the medication(s).
- Parents will provide a list of our snack items their child may eat or they may send in snacks for their child.

- John Knox Kindergarten & PDO will not serve any snacks with peanuts, peanut butter, tree nuts, or related items in a classroom where a child would be put at risk.
- Food sent in from home falls under the same category as snacks, thus the policy that the program follows for snacks will apply to any classroom where students have these related allergies. Your teacher will notify you if this is the case and we ask that you do not send in any food with peanuts, peanut butter, tree nuts, or other allergens.
- Every staff member will be notified if a child with allergies is assigned to their classroom. They will be responsible for monitoring that child and communicating with the family on a regular basis about the allergy. A chart of students with severe allergies will be posted in every room.
- John Knox Kindergarten and PDO will respond in a sensitive manner to all children with allergies and to their families, discussing case by case the allergy issue involved, and possibly following more structured guidelines if deemed necessary.
- Any allergic reaction a child may have during programming hours will be fully documented in writing, and the parents will be called immediately. Medical personnel will be notified as well if the situation warrants it.

We truly appreciate every family's sensitivity to this very serious issue. The safety and well-being of every child in our program is very important to us.

Health and Sickness Protocol

To provide the safest environment possible for our students and teachers, we will continue to practice the following precautionary measures.

- Whether for drop-off or pick-up, we respectfully ask that parents limit their time in the classrooms. We would prefer for parents to knock on the door and wait for a teacher to greet you.
- All our classes will minimize any interaction outside of their age group. Like ages will be allowed to be together on the playground and may also be combined during music, STEAM activities, extended stay hours, etc.
- Children will wash their hands with soap and water frequently throughout the day. Children whose parents signed a permission slip, will also be allowed to utilize hand sanitizer when hand washing is impracticable.
- Sharing of all other classroom items will be limited. Toys will be rotated out of the classroom and sanitized regularly.
- Professional cleaning of the facility will be done every evening as well as cleaning of touchable surfaces throughout the day.
- To remain open, we will not be issuing refunds for illness or absences.

GENERAL HEALTH AND SICKNESS POLICY

- Please keep your child at home if he/she has any of the following symptoms: sore throat, nausea, diarrhea or very loose bowels, skin rashes, vomiting, new or

worsening cough, earache, enlarged glands, congestion, trouble breathing, chills, fever, pink eye, etc.

- If a child develops any of the above symptoms at school or complains of not feeling well, a parent will be notified and may be asked to pick him/her up immediately.
- For most illnesses, your child may return to school if he/she has been free of fever, vomiting, and diarrhea (without the aid of medication) for 24 hours. His/her return will be assessed on a case-by-case basis as SC DPH has specific exclusion rules based on the diagnosed illness.
- Please notify the teacher and director if your child has been diagnosed with any contagious disease/illness such as COVID, strep throat, chicken pox, flu, pink eye, RSV, etc.

COMMON ILLNESSES AND WHAT’S EXPECTED

Below is a chart listing some of the most common illnesses we see during the school year. It is by no means as comprehensive as the SC DPH exclusion list. Each illness has listed beside it the exclusion criteria and what is expected from parents. Per the epidemiologist at SC DPH, their exclusion criteria are the minimum standard. For the safety of our program and our students, we may require additional precautions above SC DPH’s minimum standard for certain illnesses. Anything outside these listed illnesses will be assessed on a case-by-case basis using the SC DPH exclusion list as a guide. ***Additionally, a physician’s note DOES NOT supersede the SC DPH requirements as he/she may not be familiar with what SC DPH requires of us, which is much more stringent than public school.***

COVID, Flu/Flu-Like Illness, or RSV	Exclude children until at least 24hrs after their fever has been resolved (without the aid of fever-reducing medications) and symptoms are significantly improving. Child must be well enough to participate in classroom activities.
Diarrhea	Exclude children until diarrheal symptoms are resolved for at least 24hrs (without the aid of anti-diarrheal medications), or a medical evaluation indicates inclusion is acceptable (i.e.: non-contagious medical condition). Exclude diapered children when the frequency or nature of the diarrheal episodes challenges the ability of the caregiver(s) to maintain sanitary conditions. If diarrheal episodes occur at school, the parent(s) will be notified, and the child must be picked up after the 3 rd episode.
Fever	Exclude any child with a temperature of 100.4° or higher. Exclude if an unexplained fever occurs in an infant younger than 4 months. Exclude if the fever is associated with a behavior change and/or the child is unable to participate in classroom activities. Child must stay home until at least 24hrs after their fever has been resolved (without the aid of fever-reducing medications).

Hand, Foot, & Mouth or Chicken Pox	Exclude children while fever or excessive drooling is present. Children may return to school after their fever has been resolved for at least 24hrs (without the aid of fever-reducing medications), existing bumps are dried and crusted, and no new bumps have appeared for at least 24hrs.
Pink Eye	Exclude children who have fever, severe eye pain, copious amounts of drainage, or are too sick to participate in classroom activities. Children who cannot consciously avoid rubbing their eyes may be asked to stay home at least 24hrs after treatment has been started.
Strep Throat	Exclude children until at least 24hrs after their fever has been resolved (without the aid of fever-reducing medications) AND at least 12hrs after treatment has been initiated. Must provide a medical note documenting initiation of medical treatment.
Vomiting	Exclude children until at least 24hrs after vomiting has been resolved (without the aid of anti-nausea medication). If a vomiting episode occurs at school, the parent(s) will be notified, and the child must be picked up. A singular episode of vomiting that has an obvious cause other than illness (i.e.: excessive running on the playground) will be assessed on a case-by-case basis to determine if the child needs to be picked up.
Whooping Cough	Exclude children until the completion of 5 days of appropriate antibiotic treatment <i>OR</i> 21 days from onset of cough for those who do not take antibiotics. Must provide a medical note documenting initiation of medical treatment.

CONDITIONS NOT TYPICALLY EXCLUDED

Below is a chart listing some common illnesses that do not typically require exclusion. Just as with any type of illness, there can be exceptions that will be addressed on a case-by-case basis.

Colds	Exclusion is not warranted even if illness is associated with green or yellow nasal discharge, so long as the student does not have a fever or other excludable symptom(s). An exception would occur when the frequency or nature of the nasal discharge challenges the ability of the teacher(s) to maintain sanitary conditions. If that occurs, the parent(s) will be notified, and the child must be picked up.
Cold Sores	

Cough	Exclusion is not warranted if it is not associated with an infectious disease or a fever (i.e.: pollen induced cough or known asthma).
Croup	
Fifth Disease	Exclude if fever is still present and child is unable to participate in classroom activities.
Rash	Exclude when accompanied with fever, behavior changes, tenderness, oozing or open wound that can't be covered.
Urinary Tract Infection	
Yeast Diaper Rash	

COMMUNICATION WITH FAMILIES FOR HEALTH AND SICKNESS

Parents are asked to provide as much information as possible when notifying us of an illness (i.e., symptoms present, degree of fever, been seen by a doctor, et cetera). We will look at each situation on a case-by-case basis and apply the most appropriate protocol. If we see that there are multiple cases of illness occurring, we will notify the parents of the affected class(es) as a courtesy so they can monitor their child(ren) for symptoms.

Any positive diagnosis will not facilitate closing a classroom and/or the school unless circumstances indicate that it would be safer to do so. Our entire school is cleaned throughout the day as well as professionally cleaned every evening after school.

******THIS PROTOCOL IS SUBJECT TO CHANGE WITHOUT NOTICE BASED UPON NEW INFORMATION AND/OR MANDATES FROM LOCAL OR NATIONAL AUTHORITIES. SHOULD ANY ADDITIONAL UPDATES NEED TO BE MADE, THIS DOCUMENT WILL BE REISSUED WITH THE CHANGES HIGHLIGHTED.***

Snack Schedule

In an effort to strive for excellence in the care of our students, our goal is to serve two of the five food groups that meet USDA standards at each snack time. These options are posted daily in each classroom. In addition to these options there are occasional birthday or ‘special day treats.’ Specific food allergies are posted in every classroom.

INFANTS:

Ready-made bottles, baby food, snacks, utensils etc. are supplied by the parents daily.

TODDLERS AND 2-YEAR-OLDS:

1. Snacks provided by the program include such items as fresh fruit or vegetables, yogurt, cheese, Ritz or Graham crackers, animal crackers, pretzels, Goldfish and cereal such as Cheerios.
2. Snack time is approximately 9:30 to 10:00 AM for these classes.
3. There are 6 classes in our PDO portion of the program each day.
4. Snack time for Extended hours is usually 3:30 PM.

K3, K4 AND K5:

1. Snacks are provided by the program and served daily in the classrooms between 9:45 and 10:45 AM, depending on the class schedule.
2. Snacks provided by the program include such items as fresh fruit or vegetables, yogurt, cheese, Ritz or Graham crackers, animal crackers, pretzels, Goldfish and Chex mix.
3. There is a maximum of 7 kindergarten classes per day.
4. Snack time for Extended hours is usually 3:30 PM.

Reviewed and updated December 2024

Important Notes Regarding Payment and Fees:

Tuition/Extended Hours payments will be due by the 15th of the month and will be considered late after the 20th of the month. Any tuition/Extended Hours paid after the above stated dates will be charged a \$20 late fee. A \$15 fee will be charged for returned checks.

All fees for the school year must be paid by the last day of school in May. Along with a late fee for May, the Late fee of \$20 will be applied on the 15th of every month after until the full amount has been paid.

***Any changes to days/hours of enrollment after July 31 must be made 30 days in advance, in writing. Changes will only be made for enrollment if possible, depending on class size, staff, etc. and will be considered on a case-by-case basis.

No refunds are given for any portion of a month.

No refunds are given for absences. (Vacations, illness or acts of God.)