

Pilgrim Community



1430 N. Lake Drive
Lexington, SC 29072

Phone: (803) 957-7889
Email: directorofpcp@gmail.com
Facebook: Pilgrim Community Preschool

A Ministry of Pilgrim
Lutheran Church

2023-2024

APPLICATION FOR ADMISSION

Date of Birth ____/____/20____ Age as of Sept 1, 2023 _____

Child's First Name: _____

Last Name: _____ Boy _____ Girl: _____

Name Used at Home: _____

STATEMENT OF FEES

Registration Fees:

- Toddlers (2 Day): \$190 plus \$20.00 Supply Fee.
- Toddlers (4 Day), Two's, Three's and Four's: \$250 plus \$40 Supply Fee.
- **Registration and supply fees are due at time of registration.**
- **ALL fees are NON-REFUNDABLE** and may **NOT** be used in place of tuition.

Monthly Tuition:

- Toddlers (2 Day): \$190/ month.
- Toddlers (4 Day), Twos, Threes, and Fours: \$250 / month.
- Tuition is due by the 1st of each month. There are 9 monthly tuition payments: September-May.
- If a particular class does not fill up, we reserve the right to cancel the class and offer you another option. If another class does not fit your schedule, we will reimburse you the registration and supply fees.
- Preschool Hours: Monday-Thursday, 9:00am-1:00pm.

Fun Fridays:

- Cost: \$40.00 / Fun Friday.
- Fun Friday Hours: 9:00am-1:00pm.
- Registration forms are sent out a week before the start of a new month.
- Fee is due at the time of registration and is NONREFUNDABLE and ONLY interchangeable within the month registered if one is missed.
- Fun Friday registration will be cut off on Wednesdays of each week so that we can staff with the appropriate teacher/student ratios.

PILGRIM COMMUNITY PRESCHOOL TEACHER INFORMATION FORM

Notes: _____

Child's Full Name: _____ Check One: Boy _____ Girl _____

Name Used at Home: _____ Birth Date: ____/____/____

Address: _____ City: _____ Zip Code: _____

Home Phone Number: _____

Mother's Name: _____ Email Address: _____

Mobile Phone: _____ Work Phone: _____

Mother's Employer: _____ Profession: _____

Father's Name: _____ Email Address: _____

Mobile Phone: _____ Work Phone: _____

Father's Employer: _____ Profession: _____

Does your child live with both legal parents? _____

If not, please explain: _____

_____. If court papers exist, please give the office a copy.

Names and ages of other children living in the same household:

Previous Programs Attended: _____

Church Affiliation: _____

Will your child be picked up on a regular basis by someone other than you or your spouse? This includes a nanny or grandparent. Please provide their names, relationship to your child, and phone number below:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

I would be interested in the following: (please check)

_____ Substituting _____ Volunteering for Special Occasions

_____ Reading to the Class _____ Helping with a Class Party

_____ Being a Key Class Parent

_____ I have a unique talent/skill that I would like to share (Please explain below).

MEDICAL EMERGENCY INSTRUCTIONS AND CONTACTS

Doctor: _____ Address: _____ Phone: _____

If not Lexington Medical Center, preferred hospital? _____

Medical Insurance Coverage Company: _____

I, _____, hereby grant Pilgrim Community Preschool Staff the right to act on my behalf in case emergency medical treatment is necessary including calling 911 for emergency transportation and treatment for my child, and securing the safety and wellbeing of my child until such time I can be located. I will be responsible for all expenses incurred. I certify that to the best of my knowledge, my child is in good mental and physical health and able to participate in school at Pilgrim Community Preschool.

Parent's Signature: _____ Date: _____

Medical Information:

	YES	NO
Does your child have allergies? If yes, please specify:		
Is emergency treatment needed for insect bites? If so, please explain:		
Does your child have seizures or ever had a seizure? If so, please explain:		
Does your child have unusual fear or anxiety? If so, please explain:		
Does your child have asthma?		
Does your child have chronic strep infections?		
Does your child suffer from chronic ear infections?		
Does your child have ear tubes?		
Does your child suffer from acid reflux?		
Does your child have potty issues? Including frequent upset stomach or constipation?		
Does your child have chronic nosebleeds?		
Does your child experience frequent skin rashes like eczema?		
Is your child potty trained?		

MEDICAL EMERGENCY INSTRUCTIONS AND CONTACTS

Medical Remarks:

Please List any other health information that would be important for your child's teacher to know. Please include food allergies and/or specific medical problems along with daily medications.

If your child receives special services from the school district, please explain below. Please include what type of service they are receiving and where.

List any other information you would like to share with the classroom teacher.

EMERGENCY CONTACTS (Please read carefully)

In the event of an emergency and neither parent can be reached OR if neither parent is able to pick up the child/children in a reasonable amount of time, the following is a list of those who are authorized to pick up my child/children.

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Is there anyone not authorized to pick up your child? _____

If so, please give a detailed description of that person and explain. (If court papers exist, please give the office a copy.)

HEALTH POLICY

Observing good health practices will protect children and staff. The cooperation of parents in following health policies is essential. An infected child can spread germs to other children and teachers. Germs can be left on equipment. The risk of infection is higher for toddlers because they naturally put objects in their mouths and are not yet toilet-trained.

There will be times when a child may not be extremely ill but may not feel well enough to interact with groups of children. Parents should use their judgment and consult with the child's teacher when in doubt.

Other times, a child may be too ill to attend preschool. To cut down on cross infection and to ensure a speedy recovery, we are unable to care for children with any of the following symptoms:

- Fever
- Conjunctivitis (pink eye) or any undiagnosed discharge in eye
- Rashes, hives, or mouth sores that are unidentified or haven't been treated by a doctor
- Impetigo
- Diarrhea
- Vomiting
- Severe cold with fever, sneezing, and nose drainage
- Head lice
- Contagious diseases (mumps, measles, scabies, chicken pox, etc.)

Parents will be notified immediately to pick up the child if any of the above symptoms occur. The child will be separated from the class to prevent spreading of germs. A prompt response by parents is essential. A reasonable amount of time (approximately one hour) will be allowed for parents to pick up the child. If parents cannot be reached, or do not respond to the pick up call, the emergency contact on the child's enrollment form will be notified. If your child begins to get sick at school and you are contacted to come get them, your child is not allowed to return to school for at least 48 hours. This is for the health and well-being of your child, as well as, for all our other little Pilgrims. In the event that a child is exposed to a communicable disease away from the program, we ask the parents to notify us immediately. We can then determine the wisest course of action regarding exclusion from the program and notification of other parents.

If a child is kept home due to illness during the week, we ask that parents contact the program to let us know.

After a child has been ill, he/she may return when all of the following conditions are met:

- Child has been symptom free and fever free for 48 hours without the aid of medication
- Child can participate comfortably in all usual program activities
- Child has been treated for symptoms, with medication, for at least 48 hours

Please note that it is the decision of the Director, in consultation with a child's teacher, as to whether a child should stay at the program for the day or needs to go home to rest.

Parent Signature: _____ Date: _____

BEHAVIOR POLICY

As a staff, we strive to model Christian behavior in our actions and attitudes. We guide the children toward positive behavior with praise, love, and hugs. Preschool staff will use only positive guidance, redirection, and the setting of clear-cut limits to foster the child's own ability to become self-disciplined. Teachers will encourage children to be fair, respect property, respect other people and learn to be responsible for their actions. Discipline involves teaching character and self-control. However, staff will not use physical punishment or abusive language, as these approaches teach children to respond in kind.

Teachers will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. To this end, teachers will show children positive alternatives rather than just telling children "no". Good behavior will be rewarded.

- The first step in our discipline procedure is to talk to the child about why their behavior is unacceptable and to redirect the child. If the behavior continues after the warning, the child will be given a time out.
- Time outs are a way for a child to calm down and regroup. Depending on the situation, the child may be separated from the other children in the classroom. They will always be supervised. The length of the time out equals the age of the child. For example, a three year old would sit in time out for three minutes. A four year old would sit in time out for four minutes.
- A child will be sent to the Director's office for deliberate disobedience, defiance, destruction, and/or aggression. An incident report will be sent home explaining the situation.
- Biting is an example of unacceptable behavior. For the safety of the other children, if a child has more than 2 biting incidents, parents will be requested to meet with the Director.
- Severe discipline problems will require a meeting with Director and family members and possible observing/counseling through the Lexington District One Preschool Psychologist. If a family is unwilling to address the situation, the child will be asked to leave the school.

Parent Signature: _____

Date: _____

BITING POLICY

Biting may occur among toddlers and occasionally even among preschoolers in even the very best early childhood education programs. When biting happens, it is frustrating and stressful for the child, parents, and teachers. However, it is a natural phase of development, and not something to blame on the child, parents, or teachers. Children bite for a variety of reasons:

- Simple sensory exploration
- Out of feelings of fear, frustration, or panic
- Desire for attention
- Desire for a toy or other item

Repeated biting is a pattern of learned behavior that can be challenging to extinguish, because it does achieve the desired result quickly; attention, the desired item, or relief from stressful situations.

PCP deems biting as an example of unacceptable behavior. For the safety of the other children, biting falls under the separate policies and procedures, which are listed below.

1st Offense- The child is removed from the situation and is placed in a time-out. Time-out is a way for the child to calm down and reflect. The length of time-out equals the child's age. For example a 2 year old will sit for two minutes. Special attention will be given to the child who was bitten.

Incident reports will be written for both the biter and the bitee, which will need to be signed by the parents. A copy will be given to the parents and an additional copy will be placed in both the biter's and bitee's files in the office.

2nd Offense- The child will go to the Director's office to have a talk with the Director. The Director will document by filling out a form to be sent home and signed by the parent. The returned copy will be kept on file in the office.

3rd Offense- Parents will be called in for a meeting to discuss the behavior and work with the Director and teachers to come up with a solution. Child might be asked to leave for the day.

If the family is unwilling to address the situation, the child will be asked to leave the school.

Parent Signature: _____

Date: _____

PARENT PLEDGE

Our **mission** at Pilgrim Community Preschool is to provide a fun, safe, loving Christian environment, which inspires, uplifts, and encourages families, and where children grow and develop an awareness of God's world and His love for them. The Parent's Pledge was developed with our mission in mind. It is our hope that by clearly stating this information at registration, we will foster communication, making us more able to care for all of our families, and maintain the quality of Pilgrim Community Preschool.

I am aware of the following:

Pilgrim Community Preschool, hereafter referred to as PCP, is a Christian school and is a ministry of Pilgrim Lutheran Church.

Total registration fees are **NON-REFUNDABLE**. The registration fee is a separate fee and **may not** be used in pale of any tuition payments.

If I choose to withdraw my child from PCP, I will notify the preschool office in writing a minimum of 30 days BEFORE the date of withdrawal. If I withdraw my child giving less than one month's notice, I will pay the entire following month's tuition. IF there is failure to give notice, your child's file will be brought to the preschool board's attention and further action will be voted on; this includes any future readmittance into the preschool.

If my child is enrolled in the 3 year old program or the 4 year old program, they must be potty trained before school begins.

I pledge to support Pilgrim Community Preschool in the following ways:

- If my child has food allergies or if I have dietary concerns, I will notify my child's teacher of such in writing, and I will send my child's snack with them to school.
- I will share pertinent health information about my child with my child's teacher in writing. I may be asked to provide information from my child's doctor and/or provide medical waivers in the event of a medical concern
- I will follow PCP's health policy, and I will not knowingly send my child to school when they are sick.
- If I have concerns, I will discuss them with my child's teacher first. If concerns or issues are not addressed in a responsible time frame, I will then contact the preschool administration (director or administrative assistant).
- I will respect the privacy of preschool families.
- I will pay my tuition on the first of each month, and I will pay a late fee of \$20 if my tuition is paid after the 5th of the month. I understand that if payment is not made by the 30th of the month, the student's spot may be forfeited.
- I acknowledge that COVID-19 policies will not be set until August 2022 and will be heavily based on CDC and DHEC recommendations. I understand that I will be asked to sign the COVID policy prior to my child starting school.

I have read and agree to the information stated above in the Parent's Pledge.

Parent Signature: _____

Date: _____

Potty Training Agreement

I acknowledge that if my child is entering the threes or fours program, they must be completely potty trained prior to beginning the school year.

Parent Signature: _____ Date: _____

MEDIA CONSENT FORM

In an effort to better inform you, we use certain media throughout the year; including but not limited to Facebook and our preschool website. We also use these media to showcase some of the wonderful activities your child will participate in at PCP. This will also be a way for us to share more of the wonderful quotes from our little Pilgrims.

Our intentions are to update our media weekly. We will do our best to include photos of each class within the year. In an effort to maintain confidentiality, there will never be a child with his/her name posted on it. IF you would like to have your child participate in these projects, please complete the form below.

Child's Name: _____

_____ I give my child consent to participate.

_____ I do not give my child permission to participate.

Parent Signature: _____

Date: _____

PILGRIM PRESCHOOL PROCEDURES

Food:

Mid-Morning snacks will be had in the classroom. Lunch will be had in the gym/lunchroom for the 2's and 3's, and in the classroom for the 4's. The teacher will wear gloves when preparing, serving, and cleaning up snacks and lunch. Teachers and children will wash hands prior and immediately after snack and lunch.

Birthday treats will be allowed, however, they may only be store bought and sent to school in the original sealed container. Please coordinate all birthday snacks with your child's teacher.

Procedures for Sanitation & Disinfection:

The following procedures will take place daily and routinely.

- Staff temperatures will be checked upon arrival daily.
- Hands washed vigorously at sinks with soap and water.
- Hand-washing supplemented with hand sanitizer.
- Faces wiped with wet-wipes.
- Tables, chairs, toys and common areas will be cleaned with disinfectant spray or disinfectant wipes throughout the day.

The preschool staff will continue the existing sanitation procedures which include sanitizing tabletops, changing tables, classroom books and toys, door knobs, stair rails, etc.

Windows in every classroom will be opened after school each day to ventilate the rooms. A professional janitorial company will clean the facilities three times a week.

Procedures for Sick Children:

Sick children will be required to stay at home.

If your child becomes sick or has a fever while at PCP, you will be contacted to pick him/her up immediately. The sick child will be quarantined until a responsible party arrives to pick up the child. No exceptions.

A sick child will be permitted to return to PCP once the child is fever/symptom free for no less than 48 hours. If fever, diarrhea, or vomiting reoccurs once the child has returned after the initial 48 hours, the parent will be required to pick up the child immediately and follow the same 48 hour isolation period and provide a doctor's note for re-entry.

*Please note our sick policy is subject to change based on our COVID-19 policy.

Diapering a Child:

When diapering a child, the teacher will apply hand sanitizer and then gloves. Teachers follow the following procedures when changing a diaper:

- Prepare (hand sanitizer and gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper

- Wash child's hands
- Clean up and disinfect diapering station
- Wash hands

After diapering, the teacher will wash their hands and disinfect the diapering area. If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians to launder.

Caring for Students:

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children, teachers can protect themselves by wearing long hair up off the collar in a ponytail or other up-do.

- Teachers will wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers will change the child's clothes if secretions are on the child's clothes. They will change clothes if the child's secretions are present on their clothing.
- Contaminated clothes will be placed in a plastic bag and placed outside near the backdoor exit.
- All students and their teachers should have a change of clothes on hand for preschool use.

Please contact the Director at (803) 957-7889 or at directorofpcp@gmail.com with any questions.

Early Bird/ Later Gators

Early Birds and Later Gators are a before school and after school program offered at Pilgrim Community Preschool. Both take place in the gym with two teachers providing childcare. Early Birds begins at 8am and ends at 8:50. Teachers will walk the students up to their classes before the school day begins. Later Gators runs from 1:10pm-2pm. Teachers will walk the students down to the gym at the end of the school day.

This is a first come, first serve program.

Program Cost:

Early Birds: \$75 per month plus a \$50 registration fee

Later Gators: \$75 per month plus a \$50 registration fee

Registration:

I would like to sign _____ up for Early Birds.

I would like to sign _____ up for Later Gators.