



## *Little Friends Preschool of SCCS* Parent Handbook



Welcome to Little Friends Preschool of SCCS! An exciting year awaits your child with many opportunities to learn, develop, prosper and explore. Our phenomenal teaching staff has planned stimulating and challenging activities throughout the school year. Every effort will be made to build a strong Preschool community. Let's continue to work together and provide the best experience possible for all involved.

### **SCCS School Board**

Our Board is responsible for establishing and overseeing the policies and procedures of the Preschool. The Director is responsible for implanting the policies and managing the day-to-day operations of the Preschool. Little Friends Preschool of SCCS is a ministry of Sandhills Presbyterian Church of America and is located in their facility on 650 Pee Dee Road, Southern Pines, North Carolina. As a ministry of Sandhills PCA, the session of elders provide spiritual oversight and guidance to the SCCS Board, holding them accountable to the school's by-law and foundational beliefs.

### **Enrollment Schedule**

Enrollment in our Preschool program is open to children age three to five years. The child must be of age by the 16<sup>th</sup> of October. All enrollees must be potty trained. Enrollment for each upcoming school year will begin mid-January. Priority will be handed to children of:

1. Current Staff
2. Families of currently enrolled children in our Preschool program and Sandhills Classical Christian School
3. Sandhills PCA Church members
4. Previous Little Friends families
5. Families of general public (first come/first serve basis)

Enrollment information and forms are available from the Director or SCCS office. Enrollment for child is complete when form and fee are returned to the Director or SCCS office, and space is confirmed. Parents will be notified of acceptance, or waiting list status. As vacancies occur, families on waiting list will be notified and enrolled in the order of their requested enrollment.

650 Pee Dee Road  
Southern Pines, NC 28387  
(910) 695-1874

Email: [preschool@sandhillsscs.org](mailto:preschool@sandhillsscs.org) Web Site: [www.sandhillsscs.org](http://www.sandhillsscs.org)



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## Enrollment Fee

A \$100 fee is due at the time of enrollment. A completed form must accompany the fee to assure placement of a child in our Preschool program. Enrollment fee is non-refundable and must be paid through RenWeb. These fees are used for educational supplies and materials.

## Tuition Schedule

First tuition payment is collected July 15<sup>th</sup>, covering the month of August. Next tuition is due September 1<sup>st</sup>, followed by the 1<sup>st</sup> of every month of the Preschool year, concluding in April 1<sup>st</sup>. Tuition must be paid through our RenWeb Database system. Emergency payment arrangements must be made with the Director prior to the tuition payment due date. Late payments completed after the 10<sup>th</sup> day of each month are subject to a \$25.00 fee if no prior arrangements have been made.

## Health Policy

Enrollees must present a completed health form, including updated immunizations, signed by a physician. Health forms are due the 1<sup>st</sup> day of Preschool. A child with a fever or other illness that may be contagious (ie. vomiting, diarrhea, strep throat, pink eye, flu symptoms, unexplained rash) should remain at home. If your child has a fever, he/she must be fever free for 24 hours before returning to Preschool. If your child has any of the aforementioned illnesses, he/she must be illness free for 24 hours and/or taking antibiotics for at least 48 hours before returning to Preschool. Parents must notify the Director or SCCS Office if a child has been exposed to or contracts a contagious disease, or has been found to have head lice. A child who becomes ill within our Preschool day will be sent to the Director and parents will be contacted. Medications will not be administered by the Director or staff of Little Friends Preschool. Please inform the Director and your child's teacher if your child has a severe allergy or special needs.

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## Discipline Policy

Each teacher will inform parents of the class rules, expectations and discipline procedures. However, the intent of SCCS/Little Friends is to instruct every child to obey his or her parents and to show respect to all persons of authority. Requiring obedience to those in authority provides training for good citizenship and, most importantly, for a lifestyle of obedience to God and His Word. SCCS/Little Friends establishes rules and behavioral expectations from a Biblical perspective. Training children in the way they should go requires encouraging students to seek to do right. It is our goal that students take responsibility for and help in the process of maintaining discipline, order and integrity within the school. We realize that learning and applying Biblical principles is a long-term process, but we are confident that the reward will be worth the effort for students, parents, families and the school. The goal of disciplinary action at SCCS/Little Friends is to foster and maintain an environment where children can experience the joy of learning.

## Preschool Community

The following classrooms are offered in our Preschool program:

- 3 year old/2 day week (Tu/Th) – Mrs. Ronda Harbison
- 3 year old/3 day week (M/W/F) – Mrs. Ronda Harbison
- 3 Year old/3 day week (T/W/Th) – Mrs. Pamela Combs
- 3 year old/5 day week **AM** (M-F) – Mrs. Kathryn McIntosh
- 3 year old/5 day week **PM** (M-F) – Mrs. Kathryn McIntosh
- 4 year old/4 day week **AM** (M-Th) – Mrs. Jenny Munoz
- 4 year old/4 day week **PM** (M-Th) – Mrs. Kathryn McIntosh
- PreKindergarten- **Half Day** (M-F) – Mrs. Shauna Lugenbeel
- PreKindergarten **Full Day** (M-F) – Mrs. Meghan Cooke
- PreKindergarten Assistant (M-F) – Mrs. Nicole Olson
- Preschool Assistant/Southern Pines Campus – Mrs. Jennifer Scott
- Preschool Assistant/Pinehurst Campus – Mrs. Krista Lawson

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### **Preschool Community** *continued*

A daily classroom schedule will be distributed from your child's teacher. A monthly calendar of events will be distributed from the Director. We are proud to announce several special additions to our curriculum this year: Art, Music and Spanish specials (once a week), Bookmobile visits (twice a month), and Sanctuary time (one a month). We are proud to announce several special events to our Preschool year: SCCS/Little Friends Walk-a-thon, Book Buddies (with students from SCCS), Preschool Picnics (once a month), Spirit Day/Night, and designated themed days in the Preschool classrooms.

### **Curriculum**

Each Preschool/PreKindergarten class has a set of objectives that are introduced and reinforced during the Preschool year. Copies of your child's curriculum objectives can be obtained from the Director. Preschool is the development of important skills – those which are needed in everyday living, in relationships with other people, and in preparation for academic schooling. We strive to have each child working to his or her full potential, in all areas, and to have them feel good about themselves, and the prospect of school. Due to the unique nature and capabilities of each child, we cannot expect them to have all reached the same level at the same time. What we can strive for though, is to capture the learning interests and curiosity of each child, through the educational experiences we offer, and through providing an environment in which the child feels free to explore and learn without fear of failure.

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## Field Trips

Field trips may be planned throughout the school year. This includes visits from our local Fire and Police Departments and other community workers. If a Preschool class is scheduled to go off campus, parents will be asked to chaperone the trip. Little Friends requires that each child be in a car seat and have a seat belt. Field trip expenses are not included in tuition, but will be kept at a minimum.

## Preschool Supplies

Each student will need the following supplies for school . . .

- 1) A backpack (please label with child's name)
- 2) One change of clothes (kept in backpack) in case of an emergency.

We have compiled a list of materials that we will need throughout the school year. We would appreciate any *generous* donation of the following items:

- 1) Napkins
- 2) Paper plates: dinner or dessert size
- 3) One box of Kleenex
- 4) Clorox wipes
- 5) One bottle of Clorox All
- 6) Zip lock bags: gallon, quart, sandwich or snack size
- 7) Hand Sanitizer

## Contact Information

Please notify the Director and your child's teacher immediately of any changes in your address, telephone number and/or email address. It is important that our database is current and up-to-date. RenWeb has the capability to publish a Preschool directory for our families. The directory is to be used for play dates, party invitations, car pools, etc. If you would not like your address, home phone number and email listed, please make necessary changes on your RenWeb Family Profile page.

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## Modes of Communication

Email, telephone calls, and personal notes are all acceptable modes of communication between parents and teachers/parents and Director. Each classroom teacher will inform parents of the preferred method and will provide information as necessary to facilitate communication (contact numbers, email address, etc.).

## RenWeb School Management Software

RenWeb is a private, secure portal that will allow parents to see academic information specific to their child. Preschool Staff and Families will use RenWeb to pay tuition, communicate, distribute newsletters, directories and other important school documents

## Arrival Procedures

**Preschool and PreKindergarten** begins promptly at 8:30 AM, for all morning classes and 12:00 PM for all afternoon classes. For arrival for both AM and PM classes, we encourage you to walk your child down to his/her Preschool/PreKindergarten classroom. Children may arrive anytime from 8:20 to 8:30 (AM) –or- 11:50am to 12:00 (PM). Children will not be admitted before 8:20am or 11:50am due to staff devotions and/or teacher preparations. Our Preschool daily schedule will begin at 8:30am or 12:00pm sharp.

## Dismissal Procedures

**Preschool** will dismiss at 11:30 AM for all morning classes and 3:00 PM for all afternoon classes; **Half Day PreKindergarten** will dismiss at 12:00pm; with **Full Day PreKindergarten** dismissing at 2:30 (PM). For **Preschool** dismissal, we ask that you park, walk up to the sidewalk and pick up your child/children. In times of inclement weather, we ask that you pick up your child/children from his/her Preschool classroom. **Half Day PreKindergarten** and **Full Day PreKindergarten** will be dismissed via car-loop. Please drive your car through the loop and Little Friends Staff will safely help your child

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### **Dismissal *continued***

in the car. In times of inclement weather, Pre-Kindergarten will dismiss from the front door overhang of the Sandhills PCA church foyer. Children will be dismissed only to parents or guardians unless written notification is given to the Director or child's teacher.

### **Attendance**

Please contact the Director (via email) if you are going on a pre-planned holiday or if your child becomes ill and will be absent.

### **Clothing Attire**

Please dress your child in appropriate clothing that is comfortable and easily washed so he/she may enjoy all planned activities. Suitable footwear is recommended for outside activities (please, no flip flops). Little Friends Preschool T-shirts will be available for purchase to wear on special days, events, and/or field trips.

### **Snacks**

Our daily schedule includes snack time. Please pack an individual healthy snack and drink (preferably water) for your child on a daily basis. Parents may also be asked to donate refreshments for our holiday parties (Thanksgiving, Christmas, Valentine's Day and Easter). Please be mindful and respectful of food allergies within your classroom. Let's continue to serve healthy snacks that reinforce and/or enhance our curriculum.

### **Birthdays**

On this special occasion, you might prefer to send in a simple treat that your child can share his/her birthday with friends. Please check with your child's teacher for an appropriate time, as well as become aware of any food allergies. You are welcome to stay and celebrate your child's special day.



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## Preschool Treasures

Our children will participate in manipulative activities this year. You may help us tremendously by saving “treasures” for our classroom use –or by donating gently used items that your family wishes to pass on. Items suggested:

- Children’s picture books
- Academic toys and games
- Puzzles
- Building blocks or Lego sets
- Tinker Toys or Lincoln Logs
- Musical instruments
- Art and Craft items (beads, glitter, pom poms, ribbon, sequins, stamps, stickers, tissue paper)
- Magnet rolls (with peel and stick back)
- Magnets, nuts and bolts
- Styrofoam veggie trays
- Buttons
- Any style/size paper plates
- Greeting cards
- Envelopes
- Card stock



## Home Treasures

While we do not wish to dampen your child’s enthusiasm, we would appreciate if toys were left at home. There will be a time during the Preschool year to bring in and show his/her favorite things for “Special Friend” or “Show & Tell”. Your child, however, is encouraged to bring to Preschool any type of interesting object or specimen (rocks, shells, flowers, insects) to enrich our Science program.



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## Inclement Weather

Inclement weather may dictate the closing of school either prior to or during the Preschool day. SCCS's decision will be independent of the Moore County School System. The decision will be aired on our website [www.sandhillsscs.org](http://www.sandhillsscs.org), WRAL-TV5 and STAR 102.5 FM radio. In addition, a message will be placed on the SCCS school answering service by 6:30am on the day in question (910.695.1874). SCCS/Little Friends recognizes that weather and road conditions vary throughout the area and expect parents to use their best judgment when making decisions regarding their child's school attendance on days of inclement weather.

## Grievance Policy

It is the desire of the SCCS Board that during the attempted resolution of any disputes or concerns, the principles of Matthew 18 and James 3 will be followed.

1. All concerns about the classroom must first be presented to the teacher by the parents.
2. If the problem is not resolved, the parents may bring the concern to the Director.
3. If the problem is still not resolved, the parents may bring the concern to the Headmaster by contacting the school office for an appointment.
4. If no resolution occurs, the parents should request a hearing from the Sandhills Classical Christian School Board by contacting the school office.

Thank you for your interest in our Preschool program. Your continued support is appreciated. Providing a nurturing environment for your developing child is an amazing opportunity. It is an honor and a pleasure to serve you, your child and family. This endeavor will be a special experience for all involved. Let's enjoy this upcoming Preschool year together. Welcome to Little Friends Preschool of SCCS!

In His Name,

Kelley Adams, Director  
Little Friends Preschool of SCCS Staff

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