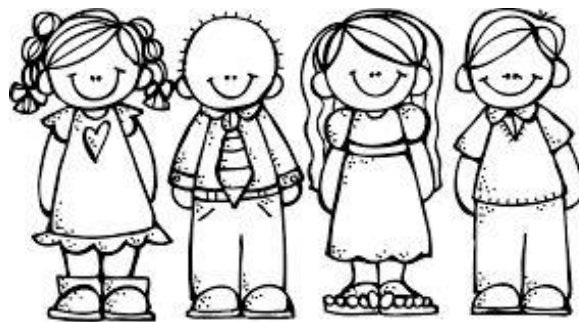


Hebron Day School  
2022-2023  
56 Years of Christian Preschool Ministry



"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go"

Joshua 1:9

A Ministry of  
Mount Hebron United Methodist Church  
3050 Leaphart Road  
West Columbia, SC 29169  
Office: (803) 794-8275 Fax: (803) 794-8268  
Web: <http://mthebronumc.com/>

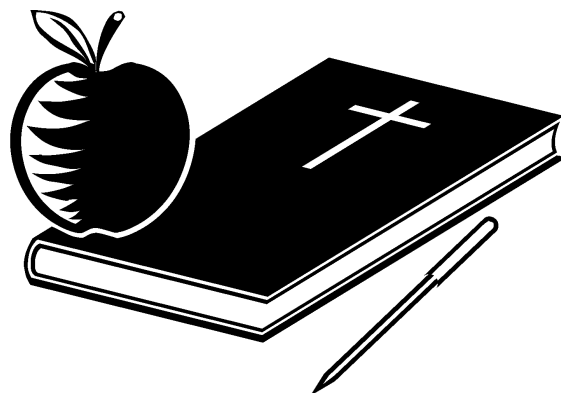
# Mission Statement

**The Mission of Mt. Hebron United Methodist Church** is serving Christ for the transformation of lives.

**The Mission of Hebron Day School** is to serve the church and community by providing a preschool ministry which encourages and stimulates each child through developmentally appropriate experiences that promote positive physical, emotional, social, intellectual, and spiritual growth in a Christian environment.

## Goal for Hebron Day School Students

Hebron Day School is a ministry of Mount Hebron United Methodist Church. Our goal is to help children become healthy spiritually, physically, emotionally, socially, and intellectually.



Dear Parents,

Welcome to Hebron Day School 2022 - 2023. We are thrilled to have the opportunity to love on your child.

We want all of our students to “come to Jesus” while at HDS. This will look like singing songs of praise and worship, learning Bible history about His life, and serving others in His name. We will also impart to the children how much God loves them.

This handbook is designed to share with you important information you need regarding policies and procedures of the Day School. Please read this information carefully. If you ever have any questions or concerns, our door is always open to you. We are here for your child.

Sincerely,

Jodie Smith  
Director

# DAY SCHOOL COMMITTEE

## A MINISTRY OF MOUNT HEBRON UNITED METHODIST CHURCH

The Day School Committee is made up of seven members of Mt. Hebron United Methodist Church. The primary task of the committee is to oversee the ministry and administration of Hebron Day School. The Committee meets quarterly to discuss all matters regarding the Day School. Any time a parent has an issue they wish to bring before the committee they need to contact the chairman of the committee.

Susan Cline, Chairperson  
Liz Castles  
Richard Dubose  
Amy McBride  
Allison Merchant  
Trent Muldrow  
Rita Vinson



# Hebron Day School Staff

## **Administration:**

### **Director**

Jodie Smith

### **Assistant Director**

Jackie Edwards

## **Infants:**

Erica Peake

Becky Richardson

## **Toddlers:**

Stacey Webb

Jennifer Miller

Nilima Joshi

Chloe Brown

## **3 Day and 5 Day Two Year Olds**

Catherine Brown

Cheryl Johnson

## **5 Day Two Year Olds**

Kristen Stockton

Jan Anderson

## **3 Day Three Year Olds**

Daryl Leigh Anthony

## **5 Day Three Year Olds**

Melissa Hafer

Mackenzie OConnor

Mary Smith

Melissa Treaster

## **4 Day Four Year Olds**

Mackenzie Fulmer

Crystal Kelly

## **5 Day Four Year Olds**

Jessica Carroll

Kaylyn Roof

## **Kindergarten**

Nickie Lord

Trish Cline

## **Art**

Rebecca Weber

## **Music**

Raime Prahst

## **PE**

Jenn Dozier

# Hebron Day School

## 2022 - 2023

### August

- 19 Drop in for students
- 22 First day of school
- 25 HDS Spirit Day

### September

- 5 Labor Day Holiday - No School
- 7 Chapel
- 21 Chapel
- 22 HDS Spirit Day

### October

- 4 Mom's Night - Sports Theme
- 5 Chapel
- 19 Chapel
- 21 No School
- 25 Harvest Party
- 27 HDS Spirit Day

### November

- 2 Chapel
- 8 Election Day - No School
- 17 Thanksgiving Feast 11:00
- 21-25 Thanksgiving Holidays

### December

- 8 Musical at 9:30 - 3s, 4,s & K5
- 13 Birthday Party For Jesus
- 14 Chapel
- 21 - January 4 - Christmas Holidays

### January

- 5 Return to school
- 16 MLK Day - No School
- 18 Chapel
- 26 Spirit Day

### February

- 1 Chapel
- 2 Church Member Registration 8 a.m. - 10 a.m.
- 6 Registration for Currently Enrolled -8 a.m.  
Registration for siblings of currently enrolled and grandchildren of church members 11:00 a.m. - 1:00 p.m.
- 8 Registration for Community 8 a.m. - 10:00 a.m.
- 9 ALL Registration paperwork and fees dropped off 7:45 a.m. - 9:30 a.m.
- 15 Chapel
- 20 President's Day - No School
- 23 Spirit Day
- 27-March 3 Dr Seuss Week

### March

- 1 - 3 Dr Seuss Week
- 1 Chapel
- 7 Dad's Night - Dr. Seuss Themes
- 10 No School
- 13 No School
- 15 Chapel
- 23 Spirit Day
- 29 Chapel

### April

- 4 He Is Risen Celebration
- 7 - 14 Spring Break
- 17 Return to School
- 19 Chapel
- 27 Spirit Day

### May

- 3 Musical
- 4 Musical
- 5 Kindergarten Graduation
- 10 Chapel
- 11 Fun Day
- 18 Last Day of School

\*\*Some school events pertain only to children who are in certain age groups. Check your child's newsletter for more information about dates and events. **ALL DATES SUBJECT TO CHANGE**

## Hours of Operation

### Infants and Toddlers

Monday - Friday  
9:00 a.m. – 11:45

### 3 Day Classes

Tuesday – Thursday  
9:00 a.m. – 11:45

### 4 Day Classes

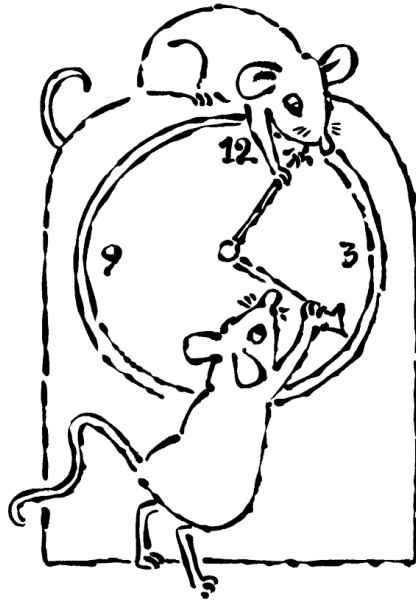
Monday – Thursday  
9:00 a.m. – 11:45

### 5 Day Classes

Monday – Friday  
9:00 a.m. – 11:45

### Kindergarten

Monday – Friday  
8:15 a.m. – 11:45



### Early Bird Program

Early care is offered to all students in the Day School. This requires additional registration and tuition. This registration form is separate from the registration form for Day School Classes. Care is offered beginning at 7:45 a.m. **DO NOT ARRIVE BEFORE 7:45. Teachers** will not allow students to enter rooms prior to 7:45. Please respect their time of planning for the day.



# Dropping Off and Picking Up

## Dropping Off:

### Infant, Toddlers, and their siblings

- \*Car Pool is not available for children in Infants and Toddlers
- \*You will need to take your child to their room
- \* Quick goodbyes are the best, even if your child is crying. Do not linger. The Day School wants your child to have a positive happy experience at school. If your child continues to cry and cannot be consoled you will be called.

### Two Year Olds and above

- \*\*Car pool is 8:50 – 9:05
- \*Children may be dropped off beginning at 8:50 a.m. You may walk your children to the door of their room. You may not enter the classroom
- \* Classes start each day at 9:00 a.m. It is important for children to be on time in order to benefit the most from their day. Late arrivals also interrupt the classroom and cause distractions for children who are already hard at work.
- \*If you arrive after car pool ends at 9:05, you will need to bring your child to the front door. Please bring your security number in as well.

## Kindergarten

- \*The Kindergarten class will start at 8:15. There will be a morning drop off car pool beginning at 8:05. Kindergarten students need to be in their classroom no later than 8:15. Your child is missing valuable instruction when you arrive after 8:15. Please make every effort to be on time each day.

## Picking Up:

### Infant, Toddlers, and their siblings - pick up will be at the outside door

- \*Remember to bring your security number tag and pick up at the classroom.
- \*If you have an older sibling being picked up with an infant or toddler, they will be picked up with the younger sibling. Have your security tag visible. A staff member will bring your older child to you.

### Two Year Olds and Above - Car Pool

Afternoon Car Pool **is a must** and will begin at 11:45 p.m. and will remain open until there are no more cars in line. When there are no more cars in line any child not picked up will be taken to the office and a late fee will be charged as follows for all age groups:

- 1<sup>st</sup> offense - \$5
- 2<sup>nd</sup> offense - \$10
- 3<sup>rd</sup> offense - \$20

Please note a \$2 per minute fee will be added after 12:05

If late pick up becomes a problem the matter will be turned over to the Day School Committee. **It is very important to be in line at 11:55 or you will risk being charged a late fee.** **Friday Car pool goes fast due to less children in attendance on this day.**



## **Security Numbers**

We take security very seriously at Hebron Day School. We take every precaution to make sure no one picks up a child who does not have the authority to do so. While sometimes it may seem inconvenient to you, we will strictly enforce our security system. We would rather inconvenience you than for a child to be missing. Please understand this is for your child's safety.

ALL classes, Infants through Kindergarten, must follow the security policy of Hebron Day School.

When you pick up your child you **MUST** have the Security Number assigned to you. Your child will not be given to you at car pool unless you have the security number tag provided you. If you do not have your tag, you will need to come to the office and show appropriate identification before a pick-up slip will be issued. This includes early dismissal from rooms.

On your Security Number information form, you will need to list people who can pick your child up from school. If someone who is not on the list arrives to pick up your child, your child will not be released. You will be charged a late pick up fee until someone who has permission arrives. **We must have a hand- written note giving permission for someone not on your list to pick up your child. We will not accept a phone call giving permission.**

## **Video Surveillance**

Mount Hebron UMC and the Day School area of the facilities have video recorded monitoring. A live feed of all cameras is monitored.

## **Other Info regarding drop off and pick up:**

**Early Dismissal** – If you need to pick your child up early you will need to pick up **before 11:30**. If you pick up after that time you will need to wait in the car pool line for dismissal of all students. Unless a last-minute emergency we ask that you notify your child's teacher that you will be picking up before 11:30. This will allow your child to be ready for you when you arrive. Early Pick up will be at the main door. Just ring the door bell and show your security number.

All students must have a car seat. If you arrive in the pickup line without a car seat you will be told to park and walk in to pick up your child. Our staff will not put a child in a car with no car seat.

If you need to speak with your child's teacher please make an appointment for a conference.

Do not park in front of the dumpster.

Be courteous in the car pool line. Do not turn in front of someone already in line.

To ensure safety, **cell phone usage is prohibited** while dropping off or picking up your child. This is a time to talk with your child, to say goodbye or to ask about their day.



## **FEES for 2022-2023**

<b>AGE</b>	<b>DAY(S)</b>	<b>REGISTRATION Due at Registration NON-REFUNDABLE</b>	<b>YEARLY TUITION</b>	<b>10 MONTH PAYMENT PLAN August – May</b>	<b>ACTIVITY FEES</b>
Infants and Toddlers	1 Day	\$75	\$1250	\$125	\$35
Infants and Toddlers	2 Days	Included with 1 <sup>st</sup> Day	\$1550	\$155	Included with 1 <sup>st</sup> Day
Infants and Toddlers	3 Days	Included with 1 <sup>st</sup> Day	\$1850	\$185	Included with 1 <sup>st</sup> Day
Infants and Toddlers	4 Days	Included with 1 <sup>st</sup> Day	\$2150	\$215	Included with 1 <sup>st</sup> Day
Infants and Toddlers	5 Days	Included with 1 <sup>st</sup> Day	\$2450	\$245	Included with 1 <sup>st</sup> Day
Twos and Threes	Tuesday, Wednesday, and Thursday	\$120	\$1,700	\$170	\$60
Two and Threes	Monday – Friday	\$140	\$1,900	\$190	\$60
Fours	Monday – Thursday	\$130	\$1,800	\$180	\$60
Fours	Monday – Friday	\$140	\$1,900	\$190	\$60
Fives	Monday - Friday	\$145	\$2,050	\$205	\$60 \$80 for K5
Early Bird	One Day	\$10	\$120	\$12	
Early Bird	Two Days	Pay for first day only	\$240	\$24	
Early Bird	Three Days	Pay for first day only	\$360	\$36	
Early Bird	Four Days	Pay for first day only	\$480	\$48	
Early Bird	Five Days	Pay for first day only	\$600	\$60	

**Registration and Activity Fees:** due at time of registration to confirm enrollment. **ALL ACTIVITY AND REGISTRATION FEES ARE NON-REFUNDABLE.** Failure to pay registration fee in full will forfeit your registration

**Tuition is a yearly amount.** You have the option of paying the full amount upfront (Yearly Plan), one half each semester (Semester Plan), or in ten (10) equal payments, August – May (Payment Plan). Parents are obligated to pay all fees as listed on the fee agreement form within the time frame(s) listed. If on the payment plan fees must be paid on the 1<sup>st</sup> day of each month. If the 1<sup>st</sup> is a holiday or weekend then you must make sure that your payment is received in the office before the 1<sup>st</sup>. If a child is withdrawn, you are responsible for all monthly fees for the month that the written notice of withdrawal is given to the office.

The Yearly Plan payment must be made on or before August 1, 2022. The first Semester Plan payment is due on or before August 1, 2022. The second Semester Plan payment is due the first day school resumes following Christmas Holidays. All other Payment Plan payments are due no later than the first day of each month, August – May.

All fees including but not limited to registration, tuition, activity fees are not refundable. Tuition fees that were paid by the year or semester are refundable depending on the date of withdrawal. Tuition fees paid on semester and yearly plan may have the possibility of a refund based on the date of withdrawal. If a child is withdrawn, parents are responsible for all monthly fees for the month that written notice of withdrawal is given to the office. All fees including registration, tuition, activity fees are not refundable.

**Late Payment:** Payment Plan payments are due on the 1<sup>st</sup> day of each month. Should the 1st fall on a holiday or weekend, payment must be in the office during office hours before the 1st to avoid late payment fees.

A. After the 5<sup>th</sup> of each month, if tuition has not been paid, a \$25 late fee will be added per student.

B. After the 10<sup>th</sup> of each month, if tuition has not been paid, a \$40 late fee will be added per student.

**If tuition and all other fees become more than 45 days past due, the student will not be permitted to return to school until all fees are paid.**

**C. If you are having your Bank mail a check to us you need to allow 15 days for it to arrive on time.**

**Late Pick Up:** Car pool pick up begins at 11:45. Car Pool will run as long as there are cars in the line. When there are no more cars in the line, any children not picked up will be taken to the office. **An initial \$5 late fee** is due if child is taken to the office. **An additional two dollars (\$2) will be charged for each minute past 12:05** pm a child has not been picked up. **The initial late fee will increase to \$10 for the 2<sup>nd</sup> late pickup and \$20 for the 3<sup>rd</sup>.** The additional, minute-by-minute fee will still be charged, beginning at 12:05. \*\*\*Please note: Monday and Friday carpools move very quickly. Please make sure you are in line NO LATER than 11:55 to avoid late pickup fees.

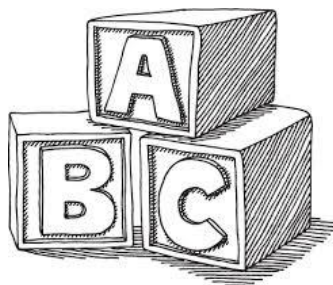
**Returned Check Fee:** \$20. Should there be a 2<sup>nd</sup> incident of a returned check all future payment and/or fees must be paid in cash.

**School Closings:** Hebron Day School observes the Lexington 2 school calendar for all Holidays and In-Service Days. Hebron Day School does not make up snow days or other days when school is closed due to emergency situations.

### **IMPORTANT INFORMATION REGARDING HOW TO PAY FEES**

Due to parents and guardians not entering the building you will not be able to drop off payments in the office. You have a couple of options.

1. Use your on line banking to have a check mailed to us. Setting up reoccurring payments is the best way to avoid late fees in case you forget.
2. You may give your payment to the staff person who is supervising the car pool line in the cemetery area.
3. Cash – We ask that cash not be used. However, if you must use cash, place the cash in a sealed envelope with your child’s name and the amount. A receipt will not be issued until the following day.





**A. Enrollment** - Children are accepted from ages 2 months to 5K. Ages of children are based on the same schedule as the Public Schools. A child must be the age of the class he or she is entering by September 1. Priority is given to members of Mount Hebron United Methodist Church. If classes are full, children will be placed on a waiting list until a placement becomes available.

**B. Registration** - Registration for the following year is held in February. Check the school calendar for specific dates and times. The first day of registration is for members of Mount Hebron United Methodist Church. The next day is for children who are currently enrolled. Siblings of a currently enrolled student may register on the second day of registration after currently enrolled registration is completed. Grandchildren of church members may register when siblings register. The last day of registration will open to the public.

**C. Waiting List** - If your child is placed on a waiting list the child will be given a place as soon as possible. Church members are placed first, siblings of currently enrolled children are placed next, and children not currently connected to the program are placed next. Within these groupings, placement is on a first come basis. The waiting list is started over each year at registration. If you do get removed from the waiting list during the current school year, you must put your child back on the waiting list each year. The Day School Committee reserves the right to make placements from the waiting list in an unusual situation.

**D. Registration Fees** - Registration fees are due at the time of registration. **This fee is non-refundable.** Registration fees and other fees for the next school year will be announced prior to registration.

**E. Children's Records** - We are required to maintain certain records on each child. We must have an up to date Immunization Record form signed by a doctor on SC DHEC Form 2740A. We will not accept any exemption forms for immunizations. We also must have a completed emergency contact page, which lists names and numbers of persons to contact in case of an emergency.

**F. Class Placement** - There are many factors that determine the placement of a child. While parent request will be taken into consideration such request may not always be honored. Final placement of the child will be determined by the Director and the Day School Committee.

**G. Potty Training** - Children registering for a 3-year-old class MUST be potty trained.

## Curriculum

Hebron Day School is a Christian school with a strong reputation in the community of excellence in preschool education. We place emphasis on helping a child develop spiritually, mentally, socially, and emotionally. Hebron Day School uses a variety of resources including common core standards, preschool readiness standards, and teacher created activities and lessons. The teachers create lessons based on the specific needs of the children.

The curriculum is set up in thematic units. Teachers will have lesson plans that will last one to two weeks depending on the subject matter. Your child's teacher will send home newsletters, notes, and calendars to inform you of your child's lessons and activities. Check your child's bookbag for this information. By having this information you can be involved in your child's learning process and reinforce at home what your child is doing at school.

Assessment of learning is an important part of our curriculum. We strongly believe in the importance of assessing and monitoring a child's development and progress. It is important to keep track of a child's progress so that the teacher can better meet the needs of the child. Parent/Teacher Conferences will be scheduled twice a year. Of course your child's teacher is willing to schedule another conference if you have concerns or questions regarding your child.

## Philosophy

The Hebron Day School is a ministry of Mt. Hebron United Methodist Church. We are thankful for this opportunity to extend our ministry in the area of pre-school education. We also feel a responsibility to introduce our students to Christianity by planting seeds. In addition to Bible truths taught in class, our students are exposed to memory verses and experience two chapel services a month where they hear a brief message and take part in singing activities.



## School Wide Objectives:

### **1. SPIRITUALLY**

Each child will know that God is our creator, that God loves us, that Jesus is God's Son, and that the Bible is God's word to us through Bible truths, verses, songs, and the example set by the teacher.

### **2. PHYSICALLY**

Each child will develop gross and fine motor skills appropriate for his/her age level by playing games and participating in teacher directed but child centered activities.

### **3. SOCIALLY**

Each child will interact with other preschoolers and adults in a safe environment through play, activities, and dialogue.

### **4. MENTALLY**

Each child will be challenged and encouraged to learn in a developmentally appropriate way through stories, activities, exploration, and teacher directed learning.

### **5. EMOTIONALLY**

Each child will know they are loved, safe, and special to God and his teachers.

## Developmentally Appropriate Goals for All Students

### **I. Self Concept**

God loves them

Teachers love them

School is a safe place

### **II. Social Development**

Accepts responsibility for self

Uses manners

Demonstrates confidence

Follows classroom rules and routines

### **III. Language Development**

Uses expanding vocabulary appropriate to age

Asks questions

Tells about experiences

Shows, interacts, and talks about books

### **IV. Motor Development**

Uses writing appropriate to age

Runs, jumps, hops

Works puzzles and uses manipulates

## **INFANT**

The infant class is for children 2 - 12 months of age. The goal of this class is to provide an environment of love and security for both the child and the parent. For most children this will be the first experience to be in a preschool setting. We recognize that adjustments are needed for the child and the parent. We try to make this first separation a happy experience for each family. The schedule is sensitive to the needs of each individual child. The schedule is made around the child's schedule of eating, sleeping, and playing.

## **TODDLER CLASS**

The toddler class is for children who will turn one year of age by September 1 of the current school year. In these classes there is a lot of holding, singing and listening to music, rocking, playing with toys, puzzles, and looking at picture books.

## **TWO YEAR OLD CLASS**

The Two Year Old Class is for children who turn two years of age by September 1. It is designed to give a structured play experience with others of the same age. This class works hard to help children develop socially. Children learn to play with others, how to share, and are encouraged to use the imagination and creativity that God gave them. Simple craft projects are planned. Our teachers allow the children to do the work for themselves as much as possible. The important thing is the child is proud of their work. Children are encouraged to try new things in a safe environment.

Weekly units are planned, but the schedule is flexible with indoor and outdoor play, work, and a snack. Each child is accepted where he or she is. Children are made to feel good about themselves through activities that are challenging but allow for success. Teaching and learning takes place in a variety of ways. Activities include: music, art, blocks, books, home living, nature center, observation, number introduction, celebrating holidays, birthdays, and other special occasions, alphabet introduction, and free play in the room and playground. Two-year-olds are learning to become more independent and appropriate choices are provided to build self-esteem in making right choices.

The two-year-old is also being potty trained. Our teachers work with the parents on this goal. Let our teachers know the system you are using to train your child. It will help the child to have consistency at home and at school. However, until a child is potty trained we ask that a child wear either a diaper or pull-up. Remember, children must be potty trained when entering our three year old classes.



## THREE YEAR OLDS GOALS

Three year olds are active and imaginative in their learning. They are eager to please and need to observe and explore new things. The three year old is a year where life long habits can and will be established. Therefore, HDS gives three year olds opportunities to develop independence and responsibility in a safe environment.

Gross motor skills are stressed during the year. Skills such as running, hopping, throwing and catching a ball, and balance are taught. Fine motor skills include buttoning, zipping, folding paper, and cutting with scissors. The child will be given many experiences to help him learn how to hold a pencil correctly, copy letters, shapes, numbers, and their own name. Children will have opportunities to learn parts of the body, the seasons, days of the week, matching colors, shapes, and sequencing. Conferences are held twice a year to inform parents of a student's progress.

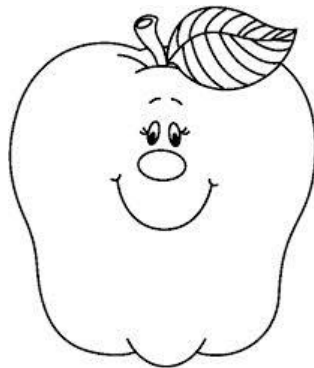
**Children are required to be potty trained** in order to attend a three year old class. While accidents are to be expected, if they become frequent, the parent will be called to come and change their child's clothing

## FOUR YEAR OLDS GOALS

The four year old is a year of discovery. Children continue to develop independence, responsibility for self, and showing empathy for others. It's also a year of academic and spiritual discovery. Children will continue to learn about God's love for others and themselves.

All of our four year old classes are led by teachers with degrees.

The four year old will learn to recognize words with same sounds, different sounds, rhyming words, book characters, counting, letters and sounds.



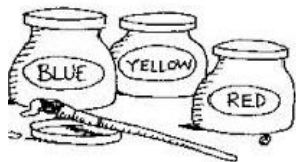
## FIVE YEAR OLDS GOALS

Public schools are requiring more of students in the first grade. We take our job very seriously to prepare your child. We follow the standards and goals set forth by the US and SC Department of Education to make sure that your child will be ready for first grade.

The teacher in this classroom has a current teacher certification with the South Carolina Department of Education. Kindergarten is a year of transition. Children are leaving the preschool years behind and heading toward the elementary years.

Teachers are continuing to foster responsibility and independence using consistency and love. A love for Jesus and Bible history are integrated throughout the curriculum. Reading, writing, adding, and subtracting are just a few of the skills your child will learn.





## Art

Art instruction at HDS is one more way students can begin to develop God's gifts and talents. It is a way for young children to express themselves. Although the early marks that children make on paper may not make much sense to adults, these scribbles are an important part of growth. Touching, feeling, and manipulating the art materials are all ways to learn through art.

All students ages two and above go to art every other week for twenty minutes. Everything the child produces in art will be his or her own original work. Children will be taught how to cut, paint, draw, and use other art mediums for themselves.

## MUSIC



Studies have shown that when children are introduced to music at an early age it has an impact on success in school later in life. The music program offered at Hebron Day School gives the opportunity for children to praise Jesus, express thoughts and feelings, learn musical concepts, and learn how to perform in public.

The music program at Hebron Day School lays the foundation for a knowledge and love of all music types. Our goal is for the preschoolers to have an opportunity to learn that music is more than just singing.



## PE

Gross and fine motor skills are an important part of preschool development. Hebron Day School wants to spend dedicated time each week to help children develop these muscles and skills. These skills are the foundation for other activities as children grow

## ATTENDANCE POLICY

We know that illness and other emergencies will cause a child to be absent from school on occasion. However, it is important that your child come to school on a regular basis in order to get the most from their preschool education time with us. Our teachers have put much time into planning a curriculum that will help your child keep on target developmentally.

When a child is habitually absent they miss some key foundations on which future learning will take place.

We also ask that children arrive on time. When children miss the first part of the day they miss important teaching time. Every minute counts in a half day instructional program. When a child arrives late not only do they miss this important time, they cause a disruption for the other students who are already busy with work and play.

Attendance records, including late arrivals, become a part of a child's permanent school record that will go with them to the school they attend when they leave Hebron Day School. If late arrivals and absenteeism become frequent, a meeting with the director may become necessary to insure your child is meeting attendance regulations.

## SUBSTITUTES

With a staff the size of the Day School we are always in need of substitutes. If any parents, grandparent, or other family member who is over the age of 18 is interested in substituting, please check with the Day School office regarding an application.

## DISCIPLINE POLICY

Hebron Day School is strongly committed to providing children and families with quality Christian education and care. In order to fulfill that obligation, it is imperative that an effective discipline system be in place. Discipline is intended to protect children and teach them responsibility for their own actions. We believe discipline should be done with love. Discipline should be used to change the behavior, not the child. Your child's teacher will explain the rules and consequences for his/her class. The rules and consequences for each class are determined by the age level of the class.

Teachers will notify the parents in writing when a serious or repeated behavior problem occurs. If the behavior continues the teacher will set up a time to meet with the parent to discuss how the parent and teacher can work together to correct the behavior. The next step will be to have a meeting with the parents, teacher, and the Day School Director.

**If the behavior is serious in nature, or is a constant disruption to the class (three or more times a week for several weeks,) or causing physical, emotional, and/or mental harm to others and the above action does not correct the behavior, the Day School Committee reserves the right to request parents to withdraw their child from the school.** This request will be made in writing and will state the nature of the behavior problem. Later, the parents may ask the Day School Committee to allow the child to return. This request may be granted if space is available and the behavior problem has been corrected. If the problem should reoccur, the parents will be asked to remove their child and will not be allowed to return to the school for at least one year.

The following guidelines are used by our staff in determining rules and consequences

1. Clear Expectations and Consistency - Each class will have age appropriate classroom rules posted in the classroom. The teacher will review these rules with the class. Rules and consequences will be made clear to each child. Enforcement will be fair and consistent.
2. Structured Environment – Despite recent trends, children actually do need and desire boundaries in their environment. Teachers will establish classrooms where children are set up to succeed. This includes clear expectations and an environment conducive to learning.
3. Positive Choices – Teachers will praise appropriate choices and provide consequences for inappropriate choices. Teachers will always model appropriate Christian behavior. Any inappropriate behavior that is harmful or destructive to the child, others, or the room will be dealt with immediately by the director.
4. No Corporal Punishment – At no time will corporal punishment be implemented. This includes spanking, slapping, hitting, pinching, or pulling hair. Children may be held when necessary to restrain their behavior from causing harm to themselves or others.

## GENERAL PRESCHOOL POLICIES

**SNACKS** - The school provides a light snack daily for each class. If your child has special food allergies or other dietary restrictions that would prevent him or her from eating the snack provided by the school, you may send in a daily snack for your child. Please talk to your child's teacher about this.

**BIRTHDAYS** - We enjoy celebrating children's birthdays at Hebron Day School. If you would like to have a birthday party for your child during snack time, please contact your child's teacher. We request that the party be limited to a cupcake or cake. **Birthday treat bags are not to be passed out at school.**

**Balloons are not to be brought to Day School for any occasion.** Balloons can be a dangerous choking hazard to young children. A child with a summer birthday can either celebrate at the end of the school year or your child can celebrate his/her half birthday. You may recognize your child's birthday by making a special donation of a book, video, or puzzle. A wish list for teachers will be maintained in the Day School Office if you need any ideas. These donations are a wonderful way of helping our school and are deeply appreciated. **If your child is having a party other than the one at school, you may send invitations to be passed out at school only if all the children in the class are invited.**

**SUPPLIES AND PERSONAL BELONGINGS** - **All personal items need to be marked with the child's name.** The Day School is not responsible for lost items. The Day School has the following regulations regarding supplies:

1. Change of Clothes – older children may bring a change to leave at school for the year. Younger children who are growing rapidly may need to switch the change of clothes mid-year or with the change of seasons.
2. Children in diapers and/or training pants need to bring several diapers and/or pull-ups each day. Please inform your child's teacher when you begin potty training so the teacher can reinforce your efforts at school. Children should remain in pull-ups until they are almost accident free.
3. Infants and Toddlers need to bring sippy cups and bottles.
4. Children will be playing and working hard while at school. Dress should allow them to explore their environment without fear of clothing getting dirty. Please dress your child in comfortable play clothes that will allow him or her to sit on the floor, paint, and play outside.



## **DRESS CODE**

1. All clothing should be modest. Pants should not be low riders giving the “plumber pants effect.” Tops should come down to the top of the pants. At no time should a child’s midriff be exposed.
2. For safety reasons we ask that your child wears sturdy and comfortable footwear. **Flip-Flops, slip on shoes, loose sandals, and hard-soled boots should not be worn. You will be called to bring your child appropriate footwear.**
3. **If a child is in violation of the dress code and we do not have a change of clothes at school, the parents will be called to bring appropriate clothing to the school for their child.**

### **“No Scents” makes good sense:**

The Hebron Day School Committee has approved a guideline concerning the safety of those in our building. We are asking for everyone's cooperation in our efforts to provide a healthy and scent-free environment for our children, teachers, and parents. Scented products can trigger mild to severe reactions such as respiratory distress and headaches due to allergies and aversions. Please help us by not wearing/using these products when entering the school. This includes, but is not limited to, perfumes and essential oils.

**EMERGENCY CLOSINGS** - If Lexington 2 schools are canceled or dismissed due to inclement weather conditions or other emergencies, Hebron Day School will do the same. Please listen to your radio or TV for announcements regarding cancellations and closings. You may also check the school website at <http://www.mthebrnumc.com>; go to the Day School page for more information. We will also change the message on our voice mail. You may call 794-8275 to listen to the message. Our policy is as follows:

If Lexington 2 Schools are closed, Hebron Day School will be closed.

If Lexington 2 Schools open on a delayed schedule then Hebron Day School will open at 10:00 a.m. with no early bird. Dismissal will be at the normal time.

If Lexington 2 Schools are dismissed early after school has started we will observe the following:

- A. If schools are dismissed at 10:00 or earlier we ask that children be picked up no later than 10:00.
- B. **\*\*If Schools are dismissed after 10:00 will let you know by email the time of dismissal. You will need to pick up within 30 minutes of this dismissal time or late pick up fees will be charged.**

**Make Up Days** - Hebron Day School observes the Lexington 2 School calendar for all holidays and In-service Days. However, Hebron Day School does not make up snow days or other days when school is closed due to an emergency situation.

**HEALTH POLICY** - Children who show signs of any illness cannot be accepted at school. Children should be free of the following symptoms for **24 hours** before they return to school. This is an **actual 24 hours**, not just 1 day. If your child has symptoms in the afternoon or night, they are not permitted to attend school the next day. \*\*Hebron Day School reserves the right to update and amend this policy at any time during the school year.

1. Fever – **Must be fever free for 24 hours without the assistance of medicine**
2. Vomiting and Upset stomach
3. Diarrhea
4. Unknown Rashes, blisters, or other skin conditions.
5. Cough that produces a lot of mucus
6. Runny nose both clear drainage and a Consistent thick green/yellow runny nose
7. Pink eyes with discharge
8. Any illness or condition that would cause your child to not be able to participate in regular classroom activities.
9. All open wounds must be covered completely before entering the classroom.
10. Fatigue
11. Body Aches
12. Head ache
13. Sore Throat

### **Common Cold Policy**

Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

Please remember that sometimes your child may not show any of the above symptoms. If your child is just not acting like themselves, not eating, crying a lot, etc. it may be the early signs that something is going on.

If you know your child is sick, **DO NOT** send them to school even if the child says they want to come. Please be respectful of other families and our staff before sending a child to school who is showing any signs of illness.

**If your child shows any of the above symptoms at school you will be called and asked to pick up your child. If you are called you MUST pick your child up in a timely manner (30 minutes or less). If you are called to pick up your child due to any illness your child may not return for 24 hours**





**MEDICATION** - As stated above, children who are ill should not attend preschool. When a child is at school and requires medication, the guidelines listed below must be followed:

1. Written permission to give medication must be given to the child's teacher. A form may be obtained from your child's teacher. This form must include the child's name, the time and dosage of the medication, and written instructions for administering the medication.
2. The Prescription drugs and other medication must be in the original container. **DO NOT PLACE MEDICINE IN UNMARKED CONTAINER.** Prescription drugs must be marked with child's name.
3. Do not place medication in your child's book bag. Give the medication directly to your child's teacher or to the office. All medications will be kept in a secure location away from the children.

**COVID Policy** –We will still enforce quarantine for those who have tested positive or have been exposed to an immediate family member who is positive. A child who test positive for covid must remain at home for 5 days and have no fever or other symptoms upon returning.

**EMERGENCY CONTACT INFORMATION:** The faculty and staff will take every precaution to care for your child at preschool. However, accidents and sudden illnesses do happen. It is crucial that the school is always able to contact you in such a situation. Please make sure all phone numbers are current. If you have a change of plans for a day, please let the school know so we will know how to contact you.

**PERMISSION TO PICK UP:** Unless notified in writing, no one other than a custodial parent and those listed on the Emergency Contact information will be allowed to pick up your child from preschool. If someone other than a parent will be picking up a child on a regular basis, their name and telephone number must be put in writing on your registration forms. If your child will be going home with someone on an irregular basis, you may send a written and signed note to preschool with your child.

Any child picked up early must be signed out in the Day School Office by an adult with the security number or on the pick up list.

**MESSAGES** – Any information you need to give a teacher must be given in a written note. The teacher cannot accept verbal messages by children. Except in case of emergency do not telephone to talk with your child's teacher during the day. This takes the teacher away from her class. You may leave a message in the Day School office for your child's teacher to call you at a later time.

**CONFERENCES** - Private conferences with parents will be scheduled twice a year and as needed. She will be happy to talk with you by phone or appointment.

**FUNDRAISERS** – The Day School relies on fund raisers to purchase extra items that are not covered in the Day School budget. All fundraisers must be approved by the Day School Committee. Persons who have a home business are not allowed to conduct a fundraiser if they are to make a profit for their personal business.

**CHILD ABUSE AND NEGLECT** - By South Carolina law, care givers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted staff worker will report the case to the Director and the South Carolina Department of Social Services will be contacted.

**Toys** – We ask that children not bring toys to school unless specified by the teacher. Toys from home often lead to disruption in the class routine. **At no time are children to bring toy guns, knives, swords, or other toys that have the purpose of being a weapon.**

## **Unsafe Snack Foods**

We ask that parents do not send the following foods for special snacks. We realize at home children eat many of the foods listed. However, in a group setting children talk a lot more while eating. They are a lot more excited and don't always chew as well as they do at home.

### **Do not send the following:**

Hot Dogs

Whole grapes – must be cut

Hard, sticky, or chewy candy - including suckers

Dried Fruit

Nuts of all types

Marshmallows

Raw peas, carrots, or celery

Popcorn

Spoons of peanut butter – Peanut butter on a sandwich or cracker is fine. When peanut butter is eaten by the spoon it can become a choking hazard. \*\*Please ask your child's teachers about any peanut allergies.

