

2018-2019  
PRESCHOOL  
PARENT  
HANDBOOK



**PALMETTO**  
CHRISTIAN ACADEMY

# THROUGH NURTURE & LOVE



"The goal of PCA PRESCHOOL is to teach your children through nurture and love and minister to your family through your preschooler."

At East Cooper Baptist Church and Palmetto Christian Academy, much emphasis is placed on the family. Palmetto Christian Academy Preschool is one of several ministries that serves families in our church and community. The goal of PCA PRESCHOOL is to teach your children through nurture and love and minister to your family through your preschooler. We invite you to visit ECBC and become a part of our extended family if you do not already have a church home.

Parents are a child's first and most important teacher and a valuable partner in the child's education process. Research suggests that the more involved families are, the greater the child's academic success in school. We thank you for entrusting your child to our care part-time. We also welcome and encourage you to volunteer as opportunities arise and be an active partner in your child's preschool education.

Our desire for your child's preschool experience is that it be an enjoyable one. Preschoolers are natural learners. This helps make our job in teaching them such a joy! They are curious, interested, and enthusiastic about learning new things. It is also our desire to plant seeds of basic Bible truths in these little ones. PCA PRESCHOOL teachers are committed to serving God and His love will be evident through their words and actions as they work with your children. We pray these seeds may continue to be nurtured and grow to become a lifelong relationship with our Lord and Savior, Jesus Christ.

The family is the most important institution in our society and the most important 'security blanket' that your child has. You can trust that we at PCA Preschool will faithfully pray for your children as we help to shape and mold them for their future. Each staff person is committed to investing time and energy into nurturing and loving your children and families through the amazing love of Christ.

Looking forward to a wonderful year together!

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# OUR PHILOSOPHY

As a ministry of East Cooper Baptist Church, PCA Preschool provides a program of care and education for preschoolers, until their entrance into kindergarten. Our preschool program is designed to meet the needs of the whole child. Daily lesson plans are designed with activities to help each child grow physically, socially, emotionally, intellectually, and spiritually.

Physical development involves the way the children use their small and large muscles. Music with movement is a part of each day's activities as well as play time outside when the weather permits. Various manipulatives are also used in the classrooms to strengthen both fine and gross motor skills.

Social skills are developed as the children interact with one another and with their teachers. Positive skills such as sharing, cooperating, and manners are emphasized when presenting guidelines for the classroom.

The PCA Preschool teachers have an understanding of their impact on children's sense of self. Nurturing strategies are followed in the classrooms so the children may develop a positive self-concept and ability to express their feelings and emotions.

Age-appropriate activities are introduced in each classroom for intellectual development. Learning centers provide an opportunity for the children to learn through active involvement with concrete objects. Dramatic play, art objects, blocks, books, manipulatives and more are all a part of this valuable time of the day.

Spiritually, the child will hear Christian teachers share Bible thoughts, stories, songs, and prayers that will help them to gain an understanding of our Heavenly Father, Jesus, and the Bible. Chapel will be held once a week for all students.

Our desire is to grow well-rounded preschoolers who are excited about school and enthusiastic about learning. We pray they will have a strong foundation, confidence in their abilities, and lifelong skills that will help them continue to learn.



Behold, children are a heritage from the LORD, the fruit of the womb a reward.  
Like arrows in the hand of a warrior are the children of one's youth. Psalm 127:3-4 ESV



01

OUR DAY TOGETHER

Make a joyful noise  
to the Lord, all the  
earth!



# 9 0'CLOCK

Our school day is from 9:00 am until 1:00 pm. Parents or guardians are responsible for taking their child to their classroom. **CHILDREN MAY NOT ENTER THEIR CLASSROOM BEFORE 9:00 AM DUE TO THE TEACHERS PREPARING FOR THE DAY.** We also appreciate your efforts to arrive on time. When a child enters the room late, it is often awkward for the child and disrupts the teaching activities which have already begun. We greatly appreciate your cooperation in this matter.

## CHECK IN

A PCA preschool security form will be located outside each classroom door. It is most important that you sign your child in every morning and leave a phone number where you can be reached for that day. If you know you will not be able to be reached, please leave a name and number of someone available to come and get your child if any emergency arises.

Classes are over at 1:00 pm and parents are to be prompt in picking up children at that time. To help with prompt pick-up, there will be late charges after 1:05 pm. We understand that circumstances arise that could cause you to be late. These will be taken into consideration. For habitual offenders, our policy is to charge a late fee of \$3.00 for every 5 minutes late after 1:05 pm. Any late charges will be added to your next month's tuition automatically. If you are unable to pick up on time, please call ahead and let us know.

# 1 0'CLOCK

## WHAT TO WEAR

Your preschooler should come dressed in play clothes. Clothes that are comfortable and easy for them to remove for potty use are best. When cooler weather arrives, please be sure to send with your child a sweater, jacket, or coat. Please label these outer garments with your child's name. Shoes should be comfortable, rubber-soled or non-slip. Belts and suspenders may be difficult for preschoolers to handle and are best not to be worn to school. Please no flip flops due to ants and stickers on the playground.

To withdraw a student, parents must submit a letter of withdrawal to the Director of Admissions detailing the reason for withdrawal. No records will be released until all forms are completed and financial matters are cleared. Upon early withdrawal, a penalty of \$500 per student will be assessed for grades K5-12. The early withdrawal penalty for 1 day preschool is \$100 and for 2 or more day preschool is \$250. If withdrawal is due to an employment-related transfer of over 100 miles, this penalty will be waived. If a child is dismissed for disciplinary reasons, this withdrawal penalty will apply and all records withheld until accounts are settled. Please note that tuition will be billed through the end of the month of notification. A student who has enrolled/re-enrolled for the upcoming school year may withdraw prior to June 14th without incurring the withdrawal penalty. After June 14th, the penalty will be assessed per student as follows:

## WITHDRAWAL

- Grades K5-12: \$500
- Preschool 1 day: \$100
- Preschool 2 or more days: \$250

# 02

# IN THE CLASSROOM

PCA Preschool realizes that rules, constructive communication, positive reinforcement, gentle guidance, and schedules are key aspects of classroom management. Our preschool endorses Dr. James Dobson's advice in his Fundamentals of Child Discipline, "the security of a parent's (and teacher's) love and the security of clear limits must be combined in order to produce healthy kids." Consistent guidelines should be followed in order to make the home and classroom a peaceful and positive place.

Classroom rules are posted in each room as a positive way to encourage the children to choose acceptable behavior. Simple and positive speech is used when communicating with the children. Appropriate behavior is immediately followed by praise, recognition, rewards, etc.

Discipline is a training process and is not punishment. When a child does not follow a classroom rule, he or she will be redirected. Next, a warning will be given to the child. If the rule is broken again, some time is allotted out of the activities for a child to think and prepare himself for appropriate behavior. These steps help us teach the children what is expected of them in the PCA PRESCHOOL classroom.

In the classroom, the children need to be able to follow the teacher's instructions and not present behaviors that constitute safety concerns for themselves or others. It is important that each child receive adequate attention from the teachers. We want every child to have the opportunity to feel successful and important in the classroom. If any child consistently requires one-on-one attention from a teacher, we will discuss this situation with the parents and determine a course of action to find a resolution.

We strive for our classrooms to be a safe, healthy and happy environment for all of the children. Any discipline problems that persist or are disruptive to the class will be discussed with the parents. The teacher and the parents can work together to help correct the inappropriate behavior. Excessive aggressive behavior (pushing, kicking, pinching, hair pulling, spitting, biting, etc.) may warrant dismissal from the program. If a child exhibits repetitive unacceptable behavior during the school year, the issue will be discussed at the next scheduled PCA Board meeting to decide if the behavior warrants dismissal from the preschool program.





Our system for discipline is simple. Students will need to adhere to the following class rules:

## 1. Be kind to one another.

*Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*

*Ephesians 4:32*

## 2. Respect God's house and all that is in it.

*Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood.*

*Acts 20:28*

## 3. When a friend/teacher is speaking, be respectful.

*A time to be silent, and a time to speak. Ecclesiastes 3:7*

## OUR PROMISE

- React with prayerful consideration to problem situations.
- Provide consequences that allow the child to experience the result of poor choice, enabling him/her to make better choices in the future.
- Proceed in all situations with the best interest of the whole child in my mind. Academic, social, and emotional well-being will be fostered.
- We will arrange consequences for problem situations in such a way that your child will not be humiliated or demeaned.

# 04



## BOOKBAGS

All children should bring a bookbag with them to school each day. We request that this bookbag be large enough to hold your child's lunch box, a change of clothes, and a two-pocket file folder.

## DIAPERS, WIPES & KLEENEX



All students are asked to send in one box of Kleenex for their class' use during the year. All non-potty trained children should bring in their book bag each day at least 3 disposable diapers or pull-ups. Also please provide your child's teacher with one baby wipes refill package. This should be sufficient for the entire school year.



## SNACKS

A morning snack will be provided for all children. Your child's teacher may inform you of a 'creative snack' day for each week. PLEASE inform the teacher of any food allergies your child has. Due to many allergies, PCA

PRESCHOOL has a "No Nuts, No Peanut Butter" policy so that this will be a safe place for all of our children.

This policy is for shared snacks and foods; it does NOT apply to your child's lunch. The only exception will be if another child in your child's class has an allergy that includes sensitivity even to the smell of peanut butter. In these circumstances, we ask that you not send any lunch foods that contain these ingredients.

# WHAT TO BRING



# LUNCH

Your child will need to bring a lunch each day. Lunch should consist of finger foods, a drink, etc. Please remember to always include a napkin, and send spoons and bibs when necessary. Teachers will share with you how your child eats at school so you can adjust items and quantity of their lunch. **PLEASE DO NOT SEND FOOD THAT HAS TO BE HEATED OR REFRIGERATED.** We would also like to request that you don't send in foods that will make a mess such as peas, corn, and various items of this nature. Please remember to label your child's lunch box or bag.



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# CHANGE OF CLOTHES



We would like for every PCA PRESCHOOL child to bring a change of clothes in his or her book bag each day. You never know when your child may have an accident with a drink, paint, etc. This will help us all be prepared. Please label the clothing and put it in a Ziploc bag. If your child is potty trained then you should also include an extra pair of underwear.

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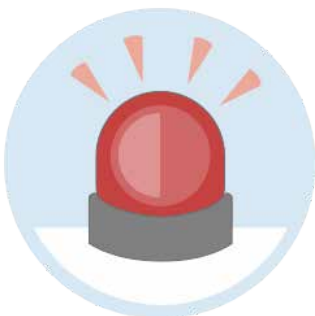
# NOT PERMITTED

We discourage bringing toys or items from home except for show-and-tell items (upon teacher's request). We cannot be responsible for toys your child brings as they often cause problems in the classroom. **PLEASE PREPARE YOUR CHILD TO LEAVE HIS OR HER TOYS AT HOME.** We sincerely appreciate your cooperation in this matter.



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# IN CASE OF EMERGENCY



In order to provide a safe learning environment for your children, a well-developed crisis plan is in place, and the faculty and staff have been trained appropriately to handle various emergency situations. Regular drills and practice occur to assist in preparation for crisis events.

If the school must close due to an on-site or local emergency, an e-mail/text will be sent immediately to all parents, all major television and radio stations will be notified, and our website will be updated to reflect the nature of the emergency. Phone calls will then be made as needed. Once notified of the emergency closing, parents must immediately pick-up their child.

# CURRICULUM

# 05

Our PCA PRESCHOOL program is designed to meet the needs of the total child. Daily lesson plans will include activities to help each child develop to his or her full potential physically, socially, emotionally, intellectually, and spiritually. Some of the specific areas of concentration will be alphabet letter recognition and sounds, basic shapes, numbers, colors, stories, songs, and finger plays.

PCA Preschool uses a variety of curriculum to present a multi-sensory developmental approach for our two-year old, three-year old, and four-year-old children. The activities stimulate the senses of sight, touch, hearing, smell, and taste, while being appropriate to the child's stage of development. All classes will introduce thematic units on preschool topics of interest such as:

- learning about ourselves and new friends
- harvest time, the farm, fire safety
- home and family
- Thanksgiving, Jesus' birthday
- spring, insects, plants, and ocean life



On a daily basis, the students will be involved in circle time, art, story time, learning centers, snack time, lunch, music, songs and finger plays. The classes will also have a supervised recess time outside in the fenced area when weather permits.

A 20 minute music and movement time will be offered twice a week for each of the classes.

Old and New Testament Bible stories, prayers and songs will also be a valuable part of each day's lesson plans. A variety of Bible curricula used includes: David C. Cook materials, and several resources from Lifeway and Group Publishing.

All of us at PCA Preschool hope to enable your child to be exposed to a loving, Christian learning environment.

# CELEBRATIONS

Parents will be asked to volunteer to help with one class party during the year. You will be given the opportunity to sign up for the party of your choice. You are also welcome to send in a special treat to celebrate your child's birthday. Please discuss this with your child's teacher and remember to ask about any allergies.



## HEALTH

Each child must have an emergency card completed and signed by the parents and a copy of an up-to-date immunization record on file. We hope your child is healthy all year and we will do our best not to allow sick children to attend.

If your child is sick, please keep them home. Sickness would include any fever in the past 24 hours, diarrhea, congestion, thick mucus in the nose (especially green in color), or any indication of illness. A phone call to let us

know why your child is absent is appreciated. If your child's teacher determines your child is sick, you will be contacted to pick him/her up.

If your child contracts any contagious disease or head lice, please inform the school so we can inform other parents. Thanks for your cooperation.

## COMMUNICATION



Communication is of utmost importance as we work together in the best interest of your child. In each class the teachers are responsible for sending home a monthly calendar to let you know what is planned for that month. A newsletter will also be sent home monthly to share pertinent information. Our PCA PRESCHOOL telephone number is 843-856-1130.

# POLICIES

# 06

# WEATHER

# 07

## HAZARDOUS WEATHER AND NO SCHOOL ANNOUNCEMENTS

During hazardous weather conditions (ice storms, snow, hurricanes), we follow the Charleston County School District closings for bad weather. School closing announcements will be made on local TV stations and Radio stations. If Charleston County Delays school then PCA Preschool MAY NOT MEET THAT DAY. A text and/or email will be sent out regarding the closure and/or start time of Preschool.

If school is delayed more than 2 hours Preschool will not meet. Preschool does not make up missed school days.



# PARKING MAP

08

NO PARKING  
DURING SCHOOL HOURS

FACULTY & STAFF  
PARKING

PCA PRESCHOOL/GUEST  
PARKING

PCA PRESCHOOL  
PARKING

ECBC &  
PCA  
FACULTY  
PARKING

SECOND ENTRANCE

NO PARKING DURING SCHOOL HOURS

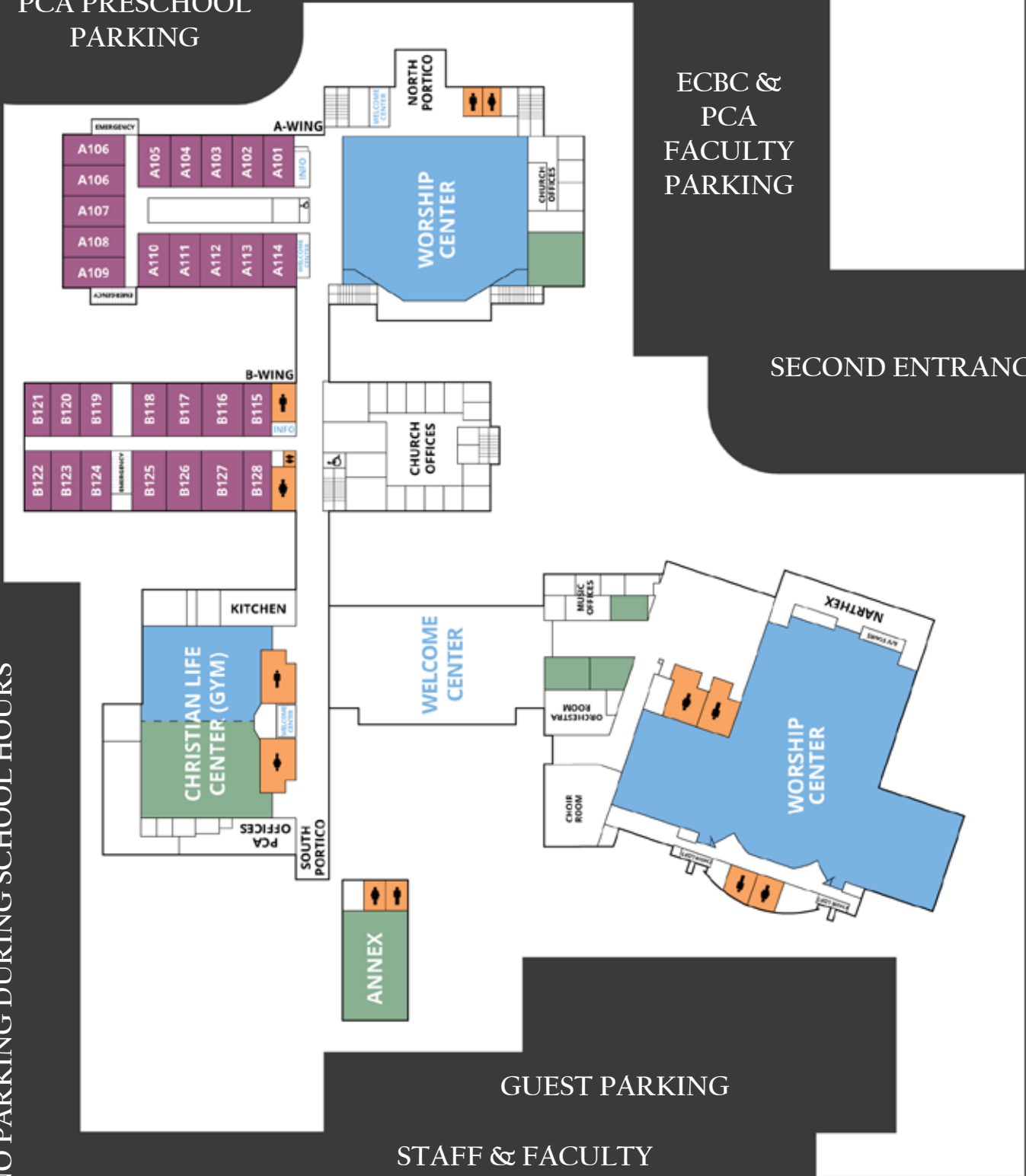
EGYPT ROAD

GUEST PARKING

STAFF & FACULTY  
PARKING

FIRST ENTRANCE

PCA STUDENT PARKING - BACK ROW ONLY



# 09

## DATES

AUG 22 PRESCHOOL MEET THE TEACHER

AUG 27 FIRST DAY OF PRESCHOOL

SEP 3 LABOR DAY NO SCHOOL

OCT 19-20 FALL BREAK NO SCHOOL

NOV 19-23 THANKSGIVING NO SCHOOL

DEC 14 LAST DAY OF PRESCHOOL

DEC 16 EARLY RELEASE

DEC 17-JAN 6 CHRISTMAS NO SCHOOL

JAN 21 MLK DAY NO SCHOOL

FEB 14-15 WINTER BREAK NO SCHOOL

FEB 18 PRESIDENT'S DAY NO SCHOOL

MAY 15 LAST DAY OF PRESCHOOL



# FROM THE HEADMASTER

Dear PCA Parents:

I am honored to begin my tenure as the new Headmaster of Palmetto Christian Academy (PCA) during the 25th anniversary of this vibrant ministry of East Cooper Baptist Church. There is no nobler calling than to be a teacher and no greater privilege than to be entrusted with providing Kingdom Education to your children. We thank you for the opportunity to partner with you!

This school year brings with it the excitement of celebrating God's faithfulness to PCA and the anticipation of the new Student Life Center (SLC), which will further our mission of providing a Christian education marked by excellence in spiritual development, academics, and athletics. I invite you to participate in the year-long festivities and to prayerfully consider being a part of our ambitious but achievable SLC Capital Campaign as God directs. Our goal in 2016-17 is to stay focused on accomplishing God's will for our Christian school ministry, which I think is captured beautifully by the apostle Paul in his letter to the Colossians.

He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ. Colossians 1:28

The Preschool staff is a dedicated group of individuals with an average of over 8 years of individual experience and an astounding 233 years of combined experience at PCA! Our Director, Mrs. Sharon Basha, is a veteran educator who has led our preschool for 12 years, and her Assistant Director, Tracy Ciali, has been in her position for 11 years. We are confident that you will be pleased with the preschool curriculum, which has been carefully constructed to prepare your child to make the transition to PCA's recognized K-12 program. Most importantly, it is my desire that you feel you can be intimately involved with your child's education at PCA. You are always welcome at our school and I can't wait to greet you in the in the hallways and at school functions.

The future of Palmetto Christian Academy has never looked brighter!

Soli Deo Gloria (to the glory of God alone)!

J.D. Zubia

"Equipping students to pursue **Jesus Christ**  
passionately as they impact the culture."

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[PALMETTOCHRISTIANACADEMY.ORG](http://PALMETTOCHRISTIANACADEMY.ORG)