



2024-2025
PARENT HANDBOOK

3790 Ashley Phosphate Road • Charleston • South Carolina
www.CathedralPreschool.net • 843.760.1454

PARENT HANDBOOK

INTRODUCTION

Mission

We believe in providing a warm and nurturing environment with caring, experienced individuals that focus on the needs of the child, providing developmentally appropriate activities and positive interaction and supervision. We believe in the development of the whole child: physically, intellectually, emotionally, socially and spiritually. We believe that embracing the whole family will assure a child's success and enhance growth.

"Train up a child in the way he should go, and when he is old he will not depart from it." ~ Proverbs 22:6

Hours of Operation

Early Birds: Monday – Friday, 6:30 am – 7:00 am

Normal Hours: Monday – Friday, 7:00 am – 6:00 pm

Child / Staff Ratio

Programs	DSS Child/Staff Ratio
Infants (6 weeks – 1 year)	1 adult to 5 infants
1 – 2 years	1 adult to 6 children
2 – 3 years	1 adult to 8 children
3 – 4 years	1 adult to 12 children

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Non-Discriminatory Policy

Cathedral Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies & admissions policies.

CHILD ABUSE AND NEGLECT

Child Abuse and Neglect

All staff will comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of the Director. If necessary, the Director will report the suspected case to the Dorchester County Department of Social Services. Periodic observations and written documentation will be made by the Director and teachers when necessary.

CLOTHING

Children's Clothing

- Shoes must have at least a strap on the back if child is not wearing athletic shoes.
- Please dress accordingly for the weather in washable and comfortable clothing. Children will go outside for playtime except for when it is snowing or raining, or in extreme temperatures.
- Please put shorts or bloomers on under dresses and skirts.

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Extra Clothing

- Two full outfits with socks and underwear (if applicable) must be kept in child's classroom.
- When an outfit goes home please replace it the next morning.
- Parents will be called to bring an outfit if child has soiled all their clothes and no longer has a change of clothes.

DIAPERING AND POTTY TRAINING

Diapers, Pull-Ups & Wipes

- Diapers and pull-ups are supplied by the parents.
- Parents must keep a supply at school. When using pull-ups, velcro sides are required.
- Teachers will notify parents that their child needs a new supply at least two days in advance with a handwritten notice.
- We will supply wipes unless you use a specific type.
- Children must be fully potty trained before enrolling in K3. Diapers and pull-ups may not be worn in 3K. Fully potty trained means that they are able to pull their clothing on and off, able to tell the teacher that they have to go potty, can fully wipe themselves, and do not require pull-ups for nap.
- No cloth diapers, please.

Potty Training

A child must be potty trained before they can move to the three-year-old classroom. The prime responsibility to start this process belongs to the parents. Our desire is to work with parents to help each child be successfully potty trained, but we do not want to cause undue stress for a parent or child. Typically at 24 months a child is ready to be introduced to the potty training process. We will partner with you to reinforce the process happening at home, once your child is in the two-year-old classroom.

We have set times we send all children (ages 2+) to the potty:

- after eating (three times a day)
- before and after they lay down for their nap
- before and after they go outside to play (twice a day)

Other than that, children are allowed to use the potty any time they want. However, we do not ask between these scheduled potty times. If your child is not asking to use the potty between the scheduled times, then they are probably not potty trained. The child must be in underpants only and not be wetting or soiling them. Accidents happen from time to time, but if it's happening every week, they are not potty trained.

Daily Reports

Daily Reports are used to communicate time and consistency of diaper changes, what and how much they ate, potty training, sleep schedules for infants, concerns or needs to parents. When a child is potty trained daily reports are no longer sent home.

DISCIPLINE

Discipline

The employees of Cathedral Preschool are not permitted to spank or physically punish a child. Constructive techniques for managing behavior and maintaining a child's self-worth will be applied. The Director will

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provide guidance in these skills to staff and parents. The purpose of discipline is to teach the child self-control and self-correcting techniques. If a child does not respond to correction from the school staff, the Director will schedule a meeting with the child's parents and teachers. Cathedral Preschool may terminate this contract with a two week notice or less, depending on the circumstances, in consideration of the welfare of the children and staff.

Bite Policy

When a child bites, they will be clearly told "no biting" or "teeth hurt". Teachers may use age-appropriate intervention such as moving the child to another area of the room or having the child sit in a quiet place for an appropriate time. If biting persists, parents/guardians will be contacted to help develop a plan to target this behavior.

DROP OFF AND PICK UP

Drop Off and Pick Up

- Please follow the published traffic flow pattern and the speed limit of 7 mph.
- Vehicles must be turned off and keys removed from ignition before entering the school.
- Do not leave children in vehicles without an adult.
- We will not release a child unless the person picking up your child is listed on the Authorization for Pick-Up Form and shows proper identification.
- Children must be signed in/out from their classroom daily.
- We do not allow drop-off during naptime (12:00 pm - 2:30pm).
- Parents must accompany their children from their classroom to their vehicle.
- Children cannot play in or near the parking lot.
- **For the safety of the children we ask that parents not accompany their child into the classroom.**
- Each family will be issued a key card that will open the Preschool entrance between 7:00 am and 6:00 pm. Each additional or replacement card is \$5. Please notify the Preschool if your card is lost or stolen. Strong magnets or extreme temperatures may render cards ineffective.

Late Child Pick Up

- Cathedral Preschool **closes promptly at 6:00 pm.**
- We do not offer service after 6:00 pm.
- **There will be a flat-rate fee of \$25 for any part of each 15-minute interval of late pick-up past 6:00 pm for a child.** (For example: 14 minutes late = \$25 ... 16 minutes late = \$50.)
- More than 3 late pick ups may result in disenrollment of the student.

Your child's preschool experience, including their care and safety, is of paramount importance to us. We appreciate the special partnership we have with all our Cathedral Preschool parents. To ensure the best communication possible, it is vital that we are able to directly contact an authorized person at any time your child is with us. Please assist us with this essential element of your child's safekeeping by updating your call list and providing us with the phone numbers of additional persons who are authorized to drop off or pick up your child in the event you are unavailable.

Our day officially ends at 6:00pm. If we are unsuccessful in reaching any of the authorized persons from your call list on your child's behalf within an appropriate grace period (*30 minutes to 1 hour at most*), we will contact the proper authorities. **More than three late pick-ups may result in disenrollment of the student.** Thank you for your assistance and understanding.

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ENROLLMENT REQUIREMENTS

Enrollment Requirements

These items are required on file before the first day of attendance

- Application
- Birth Certificate
- Statement of Child's Health (DSS Form 2900)
- Signed Parental Consent Form
- Current Immunization Record (DHEC FORM 4024)
- Pick-Up Authorization
- Emergency Contact
- Child Awareness Report
- Signed Tuition Agreement
- Completed ACH Form

(* Enrollment / Moving Up - Typically August to August)

MEDICAL INFORMATION

Communicable and Infectious Diseases

Cathedral Preschool wants to maintain a healthy school environment by taking steps to prevent the spread of communicable diseases. The term "Communicable Disease" means an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Any student with a communicable disease for which immunization is required or is available, will be temporarily excluded from school while ill and during recognizable periods of communicability. Students with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Cathedral Preschool may require an independent physician's examination of the student to verify the diagnosis of communicable disease. Cathedral Preschool reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Any child who is diagnosed as carrying a disease classified as "communicable" is not allowed to become or remain a student at Cathedral Preschool as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at Cathedral Preschool. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Acquired Immunodeficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Cathedral Preschool believes that these measures serve to minimize the further spread of diseases.

Communicable Childhood Diseases

When diagnosed with any of the communicable diseases listed below, a child must have written consent from either a physician or the Health Department to return to Cathedral Preschool. In addition to a doctor's note, the specific recovery criteria for certain illnesses must be met prior to returning.

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|-------------------|--------------------|---------------------|--------------------------------|
| 1. Chicken Pox | 6. Pinworms | 11. Strep Throat | 16. Hand, Foot & Mouth Disease |
| 2. Measles | 7. Scabies | 12. Lice | 17. Rotavirus |
| 3. Mumps | 8. Ringworm | 13. Mononucleosis | 18. Influenza |
| 4. Pneumonia | 9. Impetigo | 14. Fifth's Disease | 19. COVID 19 |
| 5. Whooping Cough | 10. Conjunctivitis | 15. Meningitis | |

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First Aid Procedure

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection, up to and including, CPR.
2. Parents will be notified immediately. If they cannot be reached in the event of an emergency, the child will be transported to the appropriate medical facility. This information must be completed on the **DSS Health Form 2900** and will be on file for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent arrives.
4. Internal medication will be given only by or on the order of a physician.

Illness

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with a fever and/or a contagious illness. It is the policy of Cathedral Preschool that a student must stay home until the child is symptom-free for 24 hours. If your child goes home sick from Cathedral Preschool with a fever and/or a contagious illness, please make alternate care plans for the following day. Your child is welcome to return to class when he/she:

- has been free from from diarrhea for 24 hours and has had a regular bowel movement.
- has been fever-free (without the use of any fever-reducing medication) for 24 hours.
- has received the prescribed dosage of antibiotic over a 24-hour period (for any type of strep or bacterial infection).
- is no longer vomiting and has eaten and retained a meal.

- | | |
|--|-----------------|
| 1. Fever | 2. Vomiting |
| 3. Flu symptoms | 4. Diarrhea |
| 5. Persistent cough | 6. Strep Throat |
| 7. Conjunctivitis | 8. Lice |
| 9. Mononucleosis (until released by physician to return to school) | |
| 10. Any other communicable diseases | |

Immunizations

South Carolina state law requires Cathedral Preschool to have on file current immunization records recorded on SC DHEC Form 1148 and medical records for each student. It is the responsibility of parents to keep up-to-date records in the school office.

Medication Policy

Written, signed and dated parental consent is required prior to the administration of any prescription or over-the-counter medication or administration of special medical procedures. **Medication will only be given if the prescribed dosing is 3 or more times per day (less frequent dosing can be managed at home).**

1. All medication shall be used only for the child for whom the medication is labeled.
2. Medications shall not be given in excess of the recommended dose.
3. Over the counter medications should be ordered by the prescribing health professional for a specific child. The written order from the health professional should specify medical need, medication, dosage, and length of time to give the medication. **No medication will be given on an "as needed" basis.**
4. Prescribed special medical procedures ordered for a specific child shall be written, signed and dated by a physician or other legally authorized healthcare provider.
5. All medications shall be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medications.
6. The parent must complete a Medication Release Form indicating the date, dosage and time to administer.

* **Medication Forms are located on our website under Application Info and Forms.**

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NAP TIME

Rest Periods

- Infants rest on their own schedule. Crib sheets are provided by the Preschool and washed by the school bi-weekly.
- All other students rest from 12-2:30 p.m. The school will provide a sleeping cot and parents provide a crib sheet and small blanket.
- Stuffed animals and thick blankets are not permitted.

NUTRITION

Serving Meals

- The school will meet nutritional needs for children old enough to eat table food for the portion of day that the children spend at the school by providing a light morning snack, a well balanced lunch, and an afternoon snack. This menu will be sent home each month.
- Meals will not be served after everything has been cleaned away.
- Children will need to be fed before coming to school if they are going to miss the time their class is scheduled to eat.
- **No breakfast food is to be brought into the school by the parents.**
- The staff will only put the food in front of the children at the time that classroom is scheduled to eat so no child will miss the scheduled snack.
- If a child will not be here in the morning but will be here in time for lunch, the parents will need to call the school by 10:00 am so there is enough food prepared for your child.
- **Please no outside food, unless you have a specific medical reason and permission is given by the Director.**

Bottles and Baby Food (Nursery only)

Bottles will be prepared at home and brought in daily labeled with the child's first & last name and date. Baby food will be provided by parents and several jars can be stored at the school so parents will not have to bring daily.

OUTSIDE SOLICITATION

Outside Solicitation

Outside solicitation is prohibited at Cathedral Preschool. This policy includes the selling of any item, distribution of political or religious materials, and the circulation of petitions.

SCHOOL CLOSINGS

Cathedral Preschool Closings (see **Calendar and Fees** for actual dates)

- Cathedral Preschool Professional Development (October and March)
- Labor Day
- Thanksgiving Holidays
- Christmas - New Year's Break
- Martin Luther King, Jr. Day - Staff workday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day

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Emergency Closing of School

Please listen to the radio or watch television to be notified when the Preschool is closed. Announcements are also typically placed on www.cathedralpreschool.net and posted on ClassDojo. In the event inclement weather necessitates the closing of the Preschool before 6:00 pm, the following procedure will be followed:

1. The decision will be made by the Administration.
2. Faculty & staff will be notified.
3. Local radio and TV stations will be notified.
4. Children will be released to individuals indicated on the Authorization for Pickup Form.

Emergency Procedure Drills

Drills are conducted throughout the year.

SPECIAL TREATS

Birthdays and Special Occasions

Parents are welcome to send cookies, cupcakes or a cake to share with their children's friends on birthdays and special occasions. **By law these foods must be prepackaged or prepared by a licensed kitchen.** Please consider the age group when bringing in treats and arrange celebrations in advance with the teacher. Goody bags will only be given out upon the arrival of each child's parent. Please read packages for age warnings.

1. **Due to the high risk of peanut allergies, please do not bring products containing peanuts into the school.**
2. **Invitations and small party favors, if brought to school, must \\ for the whole class, leaving no one out. Children will not be expected to bring a gift for such functions.**
3. **Latex balloons are not permitted.**
4. **Candles are allowed but may not be lit.**

Candy from Home

Children cannot come to the Preschool with candy or gum. Please do not discard any food, gum or candy in the parking area or on the grounds. This can attract insects and/or children may pick it up and eat it.

Toys from Home

Toys from home are not permitted with the exception of show-n-tell.

TUITION

Tuition (see Tuition Agreement)

- Tuition is contracted on an annual basis and is payable weekly. All tuition payments will be drafted by ACH in advance on the Friday before the week of service.
- **If a bank holiday falls on Friday, the draft will take place on the next business day.**
- A late fee of \$5 will be charged per day for each day payment not received after due date.
- If ACH is not successful within one week of the due date, Cathedral Preschool may terminate this contract without prior notice.
- Tuition will not be discounted as a result of sickness, vacation, holidays, weather, teacher workday closings or delays, or any other absence that occurs during the Tuition Agreement period.