



A caring place for all God's children.

A ministry of Pleasant Hill United Methodist Church  
238 Fort Mill Highway  
Indian Land, SC 29707  
Phone: (803)548-4922 FAX: (803)547-3915  
[www.pleasanthillmethodist.org](http://www.pleasanthillmethodist.org)

"Changing Lives by Offering Christ"

# Pleasant Hill PRESCHOOL

A caring place for all God's children.

Dear Preschool Parents,

I welcome you – or welcome you back - to our church family and preschool! Together with the entire Pleasant Hill Preschool staff, I am very excited about working with your child this year and helping them develop socially, spiritually and academically.

It is our mission to provide your child with a Christ-centered education that will help them grow and blossom into a strong and confident individual. The teachers and classroom assistants will provide your child with love, nurturing, guidance, and age-appropriate curriculum. Our staff believes in the importance of communication with you. They will keep you informed of events and activities that your child will be involved in throughout the year.

It is also our goal to provide your child with a well-rounded education that is beyond our academic curriculum. Your child will have the opportunity to experience art, music and science. They will also take part in weekly Chapel Time. We are thrilled about watching your child experience this beautiful world of learning that God has created for us!

Please know that I am available to you any time throughout the year. If you need to contact me with questions or concerns, I can be reached at 803-548-4922 or via email at [preschool@pleasanthillmethodist.org](mailto:preschool@pleasanthillmethodist.org). I look forward to getting to know you and your child this year!

Sincerely,

Anna Clark, Director

Pleasant Hill Preschool

**Jesus said, "Let the little children come to me, and do not stop them, for the kingdom of Heaven belongs to such as these" Matthew 19:14**

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### **Preschool Mission Statement**

Pleasant Hill Preschool is a ministry of Pleasant Hill UMC that believes in providing each child with an informal, Christ-centered learning environment that will help them grow and blossom into a strong and confident individual.

#### **We Strive:**

- to provide a safe God-loving environment in which to learn.
- to develop a positive self-esteem and a love for learning.
- to encourage creativity and self-expression.
- to develop problem-solving skills.

While attending Pleasant Hill Preschool your child will develop and grow in many areas.

#### **Socially and emotionally your child will:**

- Listen and follow simple directions.
- Think for themselves.
- Live within limits they understand.
- Make choices & new friends.
- Express feelings in socially acceptable ways.
- Feel secure away from home.
- Work both individually and in a group.
- Take turns and share with others.
- Identify with adults other than parent figures.

#### **Spiritually your child will:**

- Practice prayer in the classroom.
- Hear age-appropriate Bible stories.
- Explore God's wonderful creation.
- Celebrate major Christian holidays.
- Hear and use faith language every day in the classroom.

#### **Physically and mentally your child will:**

- Develop muscle control.
- Develop visual and auditory discrimination.
- Develop language skills and letter recognition.
- Recognize and write numbers 1 to 10.
- Learn to use scissors and work creatively with hands.

## Curriculum

PHP provides a Christian, center-based learning environment for its students. Teachers and staff follow the guidelines of the *W.E.E. (Weekday Early Education)* Curriculum for all classes, supplementing with components of *the Scholastic Reading program. Handwriting Without Tears*, a well-known handwriting program designed specifically for young children, has also been implemented into the 3 and 4-year-old curriculum.

Our classrooms are arranged in learning centers, which are separated areas of the room where activities occur. Centers are planned by the teachers and often present ‘teachable moments which are initiated by the children themselves. Each center contains a variety of materials that facilitate learning in one or more developmental areas. This arrangement allows children to choose the activities and materials with which to work during learning activity times. It also allows children to share the responsibility for their own learning and to learn through hands-on manipulation of objects. These centers are set up to accommodate one child or a small group so that the children have the opportunity to work alone as well as with one or more peers. The role of the teacher in the learning center is to plan for and provide the equipment and materials, ask thought-provoking questions and make suggestions that help the children to see themselves as learners. The availability and arrangement of centers vary according to the unit of focus at any particular time.

## Special Activities

**Music** - Pleasant Hill preschoolers will experience a 30-minute music lesson each week, taught by an experienced instructor. Aside from the sheer enjoyment your child will get from participating in music activities, this time aids in the stimulation and growth of your child’s cognitive, social, language, physical, and emotional development.

**Chapel Time** – Each week, our children are visited by a member of the staff to share a Bible story, brief lesson and song. Each class will venture to the sanctuary for Chapel Time, allowing them to become familiar with the “grandness” of a church sanctuary prior to attending more formal church services.

**Active Physical Play** – Outdoor play time is a very important part of the daily schedule at Pleasant Hill Preschool. It takes place outdoors on the playground and grassy area, except under extreme weather conditions. Outdoor play is a valuable opportunity for learning, as well as time for children to feel relaxed and free to move about. On days that the weather is not conducive to outdoor play, the children play in the church gym.

**Field Trips and In-school Assembly Programs** – At certain times throughout the year, field trips and special visitors are planned to support the curriculum and thematic units. A parent must attend the Field Trip with each child.

## Registration & Tuition Fees

In order to assure your child’s placement in our program, a Registration Fee of \$200.00 is due at the time of enrollment at PHP. **The registration fee of \$200.00 is non-refundable.** The Registration Fee for a 2<sup>nd</sup> child is \$175. Members of the church pay a Registration Fee of \$175.

This is an annual fee which allows for processing of your child’s application and projection of school enrollment. The Registration Fee is used to purchase classroom equipment and materials in preparation for the coming academic year.

## Monthly Tuition

2-Day Classes: \$260.00

3-Day Classes: \$320.00

5-Day 3's Classes: \$370.00

5-Day 4's "TK" Classes: \$400.00

\*\*A \$25/month sibling discount will be given when there is more than 1 child enrolled at PHP during a school year.

All preschool payment transactions will be turned in to the director. Payments can be made by check or cash and must be placed in a provided envelope, with complete information so that your account will be credited correctly.

## Payment Schedule

1. **Initial Payment:** The 1<sup>st</sup> month's tuition is due on or before **the first day of school**.
2. **Due Date:** The monthly tuition payments must be paid in advance and are due, generally, by the 10<sup>th</sup> of the prior month. If the 10<sup>th</sup> of the prior month falls on a non-school day, tuition is due on the last school day before the 10<sup>th</sup>. For example, if October 10 is a Sunday, a non-school day, the November tuition is due on or before October 8.
3. **Late fee:** A late fee of **\$10.00** will be charged after the 10<sup>th</sup> day of each month.
4. **Returned Check:** If your check is returned to us as "insufficient funds", you will be responsible to repay the full amount of the check along with a **\$30.00** service fee.
5. **Delinquency:** If tuition becomes delinquent over a two-week period, we reserve the right to notify you that your child **cannot continue** in the Preschool program until all fees have been paid.
6. **Withdrawal:** A 30 days written/paid notice is required in writing prior to child's withdrawal from the preschool program. Full tuition for the withdrawal month will be applied. Notice of withdrawal must be delivered to the Preschool Director only.

## Enrollment Procedure

Pleasant Hill Preschool does not discriminate on the basis of national origin, ancestry, or gender. Christian values and attitudes will be practiced, although specific religious doctrine is not a major emphasis of the curriculum.

The following forms must be completed before a child can enter Pleasant Hill Preschool:

1. A record of immunizations.
2. An emergency release for medical treatment, which is to be signed by parents/legal guardian in case the parent/legal guardian cannot be reached during a medical emergency requiring the care of a doctor or hospital.

An Open House will take place in August. Families will be notified by mail of the specific date and time. Parents are encouraged to bring their child to the preschool rooms sometime during these hours to meet the teachers, see the preschool rooms, and turn in all of their enrollment forms.

## Preschool Classes & Operation Schedule

### Days of Operation:

Pleasant Hill Preschool is in operation from August through May and follows the calendar of Lancaster County (SC) schools.

- ❖ 2-Year Olds: Two-Day: Tuesday & Thursday
- ❖ 3-Year Olds: Two-Day: Tuesday & Thursday  
Three-Day: Monday, Wednesday & Friday  
Five-Day: Monday – Friday
- ❖ 4-Year Olds: Three-Day: Monday, Wednesday & Friday  
Five-Day: Monday – Friday (Transitional Kindergarten Program)
- In determining your child's class, we follow the same guidelines as the Lancaster County School System and according to the age of your child **on or before August 30<sup>th</sup>**. (e.g. If your child is celebrating his/her 3<sup>rd</sup> birthday on September 1, they will be grouped in the 2-year-old class.) Children stay in the same class throughout the school year.
- Children must be fully potty trained by the first day of the school year to be enrolled at Pleasant Hill UMC Preschool. They must wear underpants and be able to maneuver clothing independently. (Pullups are not allowed.)

### Hours and Attendance:

Preschool starts at 9:00am and ends at noon. Please observe the hours of operation and be prompt in dropping off and picking up your child. The doors will be unlocked 10 minutes before class begins (8:50) so that you will be able to drop your child off at their designated spot.

### Preschool Calendar

*Generally*, preschool closings and holidays correspond with Lancaster County School District. You can view and print a copy of the calendar online at [www.lancasterschools.org](http://www.lancasterschools.org). Additionally, the calendar will be communicated via email.

### Parent Communication

Pleasant Hill Preschool recognizes the importance of parent/guardian involvement and strives to work closely with families throughout the school year. Listed below are some ways contact is maintained.

1. Conferences – Parent/Teacher conferences are scheduled at for our 4-year-old students and take place in February. Should the need or desire for a conference arise, arrangements can be made between the parents and/or teacher at either party's request. On occasion, the director may be present at a Parent/Teacher conference.
2. Teacher Publications- Teachers will send home weekly newsletters highlighting activities in their classrooms. Email notifications will also be used to send home messages.

### **Drop Off Procedures**

Parents or guardians must bring their child to the Preschool building. All preschool doors will remain locked until 8:50am. Please do not bring your child prior to that time. Teachers are busy preparing for the day.

### **Pick-Up and Release Procedures**

Parents must pick up their child from the designated place. The outside door will open at 11:50 so you can wait in the hallway.

Please be prompt when picking up your child. *A late fee of \$10.00 for the first 5 minutes and additional \$1 for each minute after the first 5 will be added to your account.* If you are late, please park in the parking lot and come in to pick up your child. He/she will be located in their classroom with the teacher or in the Director's office.

### **Security Measures**

In order to keep children safe, certain and specific security measures will be practiced. Pleasant Hill Preschool staff and volunteers will wear identifying nametags.

Although there is an open-door policy to allow parents to drop by and visit the preschool at any time, only authorized parents or personal will be allowed to come to preschool. The preschool doors will remain locked at all times therefore in order to visit you must come to the church office first. There are video cameras at all entrances of the church so church staff can monitor those who come and go during preschool hours.

### **Behavior Management**

Positive behavior will be encouraged by providing opportunities for quiet and stimulating activities, outdoor and recreational play. We offer acceptable choices and re-direction.

Pleasant Hill Preschool seeks to demonstrate positive guidance for children. There are a few simple guidelines and a consistent reminder to children who "forget" the guidelines. Often, a reminder is all it takes to change a child's behavior. Staff will speak calmly to the child about how the behavior was inappropriate.

- A. **Redirection and Substitution** – Channel the child's attention elsewhere and offer something else to do when applicable.
- B. **Model and Problem Solve** – Show examples of expected behavior and offer suggestions.
- C. **Logical Consequences** – Match the consequence to the behavior being corrected. (i.e. If a child is throwing blocks instead of building, he may be asked to move to another center)
- D. **Isolate** – Time alone helps get feelings under control.
- E. **Office Visit** – If negative behavior continues – child's parents will be notified.

It is possible that our center may not be able to meet the needs of all children. We reserve the right to terminate services when a child's behavior possesses a direct or significant threat to the health or safety of others or to him/her, and/or fundamentally alters the classroom program.

### **Emergency Procedures**

Fire / tornado drills will be conducted periodically, giving the children and staff security in knowing what to do in case of an emergency.

In the event of a serious injury or illness, parents will be contacted. If a trip to the emergency room is necessary, the director will accompany the child to the hospital while the teachers and teaching assistants stay with the rest of the children at the church. An accident or illness report will be filled out and kept on file.

### **Inclement Weather Policy**

When faced with potentially dangerous weather conditions, Pleasant Hill Preschool will follow the Lancaster County School District decision which is made by 6:00am. School closings are reported on all major network news stations. Additionally, you may visit the Lancaster County Schools website at [www.lancasterschools.org](http://www.lancasterschools.org). *If Lancaster County Schools are closed, Pleasant Hill Preschool will also close for the day. If the LCSD is delayed for any amount of time, the preschool will open for students at 10:00 am.*

### **Health**

If your child is well enough to come to preschool, we consider him/her well enough to participate in all indoor and outdoor activities.

#### **Please keep your child at home if he/she has any of the following:**

- A fever within 24 hours
- 2 or more episodes of diarrhea within 24 hours
- Vomiting
- Constant cough
- Heavy nasal discharge
- Sore throat
- Abdominal pain
- Pink eye within 24 hours

If a child becomes ill at preschool, the parents will be notified and are expected to pick up the child immediately. Please pick up your sick child in the Director's office.

No medications, with the exception of Epi pens and inhalers, will be administered by the preschool staff. Epi pen and inhalers will be administered only when a medication form has been completed by the parents/guardians of a child.

A current copy of your child's Immunization Record must be on file at Pleasant Hill Preschool. Should your child receive an immunization during the school year, please provide a new copy of their Immunization Record.

If an accident or injury is incurred, the staff will seek professional medical attention as the child's Emergency Medical Form indicates. Parents will be notified immediately.

### **Clothing**

Please clearly label your child's clothing (such as coats) with their name. Pleasant Hill Preschool does not assume responsibility for lost items of clothing. Washable play clothes are most suitable. Clothes should be easy on/off clothes to assist the children for trips to the restroom. Clothes with complicated belts, buttons, ties, etc. should be avoided. Please don't expect your child to stay clean. Every effort will be made to prevent getting paint, glue, etc. on clothing.

Children should have a complete change of clothes in his/her book bag each day. In case of a bathroom accident, soiled clothes will be placed in a plastic bag. Teachers will not be responsible for washing out soiled clothing. Parents may be called to change the child in the case of soiled clothing.

**Shoes** – For Safety Purposes all children are asked to wear rubber sole shoes which entirely cover the feet.

### **Snack**

Snacks will be enjoyed each day as a class. The children will sit together at tables, say Grace and partake in this mid-morning mini-meal together. Due to the prevalence of severe food allergies, we require that each child bring his or her own snack with them to PHUMC Preschool in a lunch box or other temperature-regulating container. **Absolutely NO nut products are allowed**

On the occasion of a child's birthday, we welcome you to bring a snack to share with your child's class. Please make arrangements with your child's teacher about a week ahead of time so that special accommodation can be arranged, if needed. If your child's birthday falls during the summer months, he may have a birthday celebration during May.

### **Toys**

Children are strongly discouraged from bringing toys from home. We have plenty of toys and equipment in the preschool classes. When children bring toys from home, it often is a distraction to their classmates and a disruption in the classroom. Pleasant Hill Preschool does not assume responsibility for toys brought from home that may become damaged or misplaced.

### **People with Disabilities**

Pleasant Hill UMC Preschool will make every attempt to provide reasonable accommodations for mentally or physically handicapped children, the Preschool cannot accept children that are (1) of danger to themselves, (2) of danger to others, and/or (3) a disruption to the normal activities making it unreasonably difficult for other children to learn and participate in our programs. Any of the above reasons will be grounds for dismissal for the "Pleasant Hill Preschool". **A parent/guardian must discuss with the Director any special conditions or circumstances involving their child. This must be discussed prior to registration, so that we can advise you as to whether or not we can make reasonable accommodations for your child.**

