



Preschool and Kindergarten  
Handbook  
2024-2025

## Mission

At Brushy Creek it is our honor to partner with parents to equip and resource them to be the primary disciple makers in their homes. As a church, our mission statement is "Living the Gospel to inspire Upstate families toward a lasting priority." Our weekday preschool is an intentional extension of this mission. Brushy Creek Weekday Preschool is designed to give infants, toddlers, and preschoolers an opportunity to grow mentally, emotionally, socially, and physically in a loving and secure Christian environment. Our students will be provided with an outstanding foundation for their future academic journey, in an atmosphere of warmth and understanding, while developing positive self-esteem and independence. Brushy Creek Weekday Preschool provides an engaging and nurturing learning environment to educate the whole child using all learning domains. Throughout the school year, students will engage in a 10-month, age appropriate, journey through the Gospel, learning of the love Jesus Christ shows through his sacrifice on the cross. Our theme-based curriculum and play based learning approach is designed to accommodate all stages of child development.

## Hours of Operation

Preschool: Monday-Thursday 9 am-1 pm  
Kindergarten: Monday-Thursday 8:30-1 pm

- 2 Day/Week Programs: Students attend Tuesday & Thursday of each week. Only offered for Infant, 1K, & 2K.
- 3 Day/Week Programs: Students attend Tuesday, Wednesday, & Thursday of each week.
- 4 Day/Week Programs: Students attend Monday-Thursday of each week.
- 2024-2025 First day of School: August 12, 2024
- 2024-2025 Last day of School: May 22, 2025

## Registration and Tuition

- A \$100.00 per child or \$150.00 per family, non-refundable, registration fee is required when registering your child/children in the Weekday Preschool program. Registration for the program is limited and a waiting list is maintained.
- Withdrawal Notice: Children are registered for the program year. A 30-day notice is required, to the director, should it be necessary to withdraw a child for any reason. You will be responsible for the next month's payment if less than a 30-day notice is given.
- **Tuition is due on the 1st of each month and considered late if received after the 10<sup>th</sup> of the month. Tuition not received after the 10<sup>th</sup> of the month, will incur a \$25 late fee. If an account becomes 15 days past due, the child will be automatically withdrawn from the program until the account is made current.**
- If paying with check or cash, tuition should be put in an envelope labeled with your child's name and returned to school in their folder or bag. Checks should be made payable to Brushy Creek Preschool.
- Online tuition payments may be made through the Brightwheel App. You will be invoiced monthly and have the ability to set up autopay if you chose.
- In lieu of a classroom supply list, families will be responsible for a one-time fee of \$65 per child. This fee will cover all classroom supplies, party and special event day supplies, snacks, and cleaning supplies. The materials & cleaning fee will be due the first week of school.

## Inclement Weather & Holidays

BCWP follows the same schedule as School District of Pickens County. When the public schools are closed due to weather conditions the preschool will also be closed. When there is a delay, the preschool will make its own decision based on our local weather conditions and teacher availability. You will receive notification via the Brightwheel App. While we try to follow SDPC's yearly schedule, we do have to make exceptions! Please pay careful attention to our school calendar.

## Arrival & Dismissal

Children are issued two car tags. Please display tag on your rearview mirror. If you need more, please let Mrs. Morgan know.

### Arrival: 8:45-9:05

The Infant, 1K, & 2K carline will be at the drive-through on Pearson Street. Pull into the parking lot and follow traffic patterns toward the tree line at the back of the parking lot. This line will loop and turn toward the drive through on the side of the church. Please use both lanes. Teachers will retrieve students from your vehicles and escort them into the building. **Only 4 cars will be unloaded/loaded at a time.**

The 3K & 4K carline will be at the church sanctuary entrance. Entrance and exit to the 3/4K carline will be accessible from the 2<sup>nd</sup> parking lot entrance on Alethia Street. Please do not block the first entrance/exit into the church parking lot. Upon entering the parking lot, follow traffic patterns straight to the main church sanctuary entrance. Teachers will help your student from the vehicle and escort them into the building. The carline will then loop back toward Alethia Street toward the exit. Exiting the parking lot to Pearson Road will not be available from the 3/4K carline. If you have a child in both areas, please drop off and pick up the older child first.

Kindergarten drop-off will begin at 8:30am. Kindergarten carline will close at 8:45. K5 students will be dropped off in the carline loop on Clay St. near the preschool playground. Preschool-age siblings may be dropped off with your kindergartener. If you arrive after 8:45, please use the preschool carline in the main church parking lot.

In order for your child to gain the most from their experience at our preschool, we ask that you respect our 9 AM start time to the best of your ability. The teachers have carefully planned the flow of the day, and your child will miss key learning opportunities if they are consistently late.

### Dismissal: 12:45-1:05

Student dismissal will be from the same designated carline as morning arrival. A teacher will walk your child to your vehicle, and you will be responsible for securing them in their car seat.

Kindergarten students will join the 3K & 4K carline for afternoon dismissal.

**Late Pick-Up:** Students should be picked up no later than 1:05 pm. After 1:10 pm, parents must come into the building to sign their child out and pay the late pick up fee of \$1/minute. Students will be in the main Preschool Office (Mrs. Morgan's rm on 3K hallway). Please do not ask teachers to watch your children until you arrive. Teachers have end of day duties they are responsible for.

# School/Parent Covenant

Brushy Creek Weekday Preschool is fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage families to participate fully in the life of our school.

## **We expect parents, guardians, caregivers and visitors to:**

- Respect the school through demonstrating that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Approach the school, not other parents, to help resolve any issues of concern.

## **In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, caregivers and visitors exhibiting the following:**

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom or school day.
- Gossiping with other parents, teachers, staff or guests regarding the school, teachers, processes, policies or otherwise.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or the Director, so the matter can be dealt with fairly, appropriately and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.

Should any of the above behaviors occur, the school may feel it is necessary to remove the offending family from Brushy Creek Weekday Preschool. Church staff and school administration will determine the appropriate action.

## The First Few Weeks

Parents may park and walk children to their class Monday & Tuesday during the first week of school. Dismissal will be through the designated carline. Morning carline will begin on August 14, 2024.

Separation from a parent or caregiver into the preschool classroom is an important accomplishment for every preschooler. Though you may wish to remain with a child who is having difficulty separating, trust that your child's teachers are well trained to handle such occurrences, that your child is learning important skills, and that tears are often solely for the parent's benefit. You can help your child most by conveying happiness and confidence in their well-being, stating your expected departure (sneaking out can be terrifying for the child - as it will seem you have vanished), and then leaving. Your child's teacher will be available if you need to hand an emotional child to them for some one-on-one time before they transition to begin their day. Children generally become eagerly engaged in a classroom activity shortly after a parent leaves, but it is our pleasure to reassure you with an update.

## School Communication App

Brightwheel is a communication tool that allows you to see your child's learning and communicate with their teacher, as well as pay tuition, all in one place. This app will allow you, and loved ones, to stay connected to your child's personal journal, and stay up to date on all happenings at Brushy Creek Weekday Preschool. Brightwheel is an asset in fostering home-school relationships while also building a classroom community.

Brightwheel is a free app available to iPhone and Android users. Please keep all student information current.



## Things to Bring to School

- A large backpack with a change of clothes, extra diapers/pull-ups or underwear, lunch packed in a bag/box and drink daily. Infant, 1K, & 2K classes need to bring drinks in a cup.
- **Please label everything sent to school.**
- No outside toys are to be brought to school.
- Snacks will be provided daily.
- Please let Mrs. Morgan know, in writing, of any food allergies your child may have, as well as updating in Brightwheel.

## Allergies

We recognize that some children have severe food allergies and/or dietary needs that require special conditions. It is our goal and responsibility to maintain a safe environment for all students during the school day. **BCWP is a peanut free facility.** The most effective way to accommodate other food allergies is to implement class and grade-specific guidelines. It is important to note that our school is a shared campus, as we are an extension of Brushy Creek Baptist Church. As a result, we cannot guarantee that our students may not be exposed to nuts or other food residue left on the school grounds.

- Classrooms will be designated as tree nut-restricted as needed to accommodate allergies.
- In shared lunch spaces, specific lunch tables will be designated as needed to accommodate allergies.
- Students are not allowed to share food with one another.

## Birthdays

Your child's birthday is a special day! We enjoy being part of your child's birthday celebration and like to recognize all birthdays occurring throughout the school year. A sign will be visible during morning and afternoon carlines to celebrate your child. Our preschool will provide a special birthday snack for all classes celebrating a birthday. Parents are welcome to send a small treat (peanut-free), to be enjoyed by the entire class, if you choose. Please let your child's teacher know a week in advance if you wish to provide a birthday snack.

## Sickness


The health of all students and staff at BCWP is a very important aspect of our program. Please do not bring your child to school if he/she seems ill. If your child becomes ill during the day, the parent will be notified immediately with the expectation that the parent will pick up the child. **Siblings should be kept home from school if the sick child has symptoms of any contagious illness (stomach bug, lice, pink eye, cold/flu).**

Children should be kept home from school if they are feverish, have diarrhea, are vomiting, have dark mucous nasal discharge, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, extreme sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge).

Children cannot attend school if:

- They have a bad cough or sore throat
- They have a temperature over 100.4 (They must be fever free for 24 hours without medication before returning to school).
- They have an upset stomach
- They have a contagious illness

If your child is absent for more than two days, please notify the teacher and let her know if your child is sick. We get concerned if our little ones are out. We do not administer medications of any kind. We realize that it is difficult for working parents to keep their children home, but exclusion will help prevent contagion and promote the health and safety of your own child. Please notify the school if your child has a highly communicable disease or condition, so that all other parents can be alerted.

 <b>I Need to Stay Home if...</b> 						
I have a <b>Fever</b>	I am <b>Vomiting</b>	I have <b>Diarrhea</b>	I have a <b>Rash</b>	I have <b>Head Lice</b>	I have an <b>Eye Infection</b>	I have been in the <b>Hospital</b>
						
Temperature of 100°F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" discharge from eyes	Hospital stay and/or ER visit

## I am Ready to Go Back to School When I am...

Fever free for 24 hours without the use of fever reducing medication.	Free from vomiting for at least 2 solid meals without the use of medications.	Free from diarrhea for at least 24 hours without the use of medications.	Free from rash itching or fever and evaluated by doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Eye has returned to normal or have a note from doctor to return to school.	Released by my medical provider to return to school.
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# Brushy Creek Weekday Preschool

## Staff Directory

Nick McClellan	Lead Pastor
Jonathan Going	Family Pastor
Morgan Miller	Weekday Preschool Director
Tessa Going	Assistant Director
Kristin Hall	Kindergarten
Hannah Garten	Kindergarten
Amy Ackerman	4K
Rachel Casey	4K
Julie Williamson	4K
Hillary Burnette	3K
Grace Hopkins	3K
Crystal Riggins	3K
Christel Stewart	3K
Angie Kelly	2K
Presley Lewis	2K
Kameron Reddy	2K
Karen Miglorie	2K
Tiffani Baldwin	2K
Madison Southerlin	2K
Sam Makowka	1K
Amanda Willoughby	1K
Michelle Larson	1K
Savannah Davis	1K
Abby Wilson	1K Assistant
Yvette McClellan	Infants
Morgan Parrish	Infants
Christine Hofius	Related Arts