

St. Simons Presbyterian Preschool Handbook 2026-2027

Welcome to St. Simons Presbyterian Preschool!

Dear Families,

Welcome to the start of an exciting new school year at St. Simons Presbyterian Preschool. We are thrilled to have your child join our community, and we look forward to the many moments of growth, learning, and joy that lie ahead.

At St. Simons Presbyterian Preschool we are committed to providing a nurturing and positive environment where each child can explore, grow, and reach their fullest potential. We are honored that you have entrusted us with your child's care and education, and we look forward to being a part of their journey as they develop socially, emotionally and academically.

This handbook has been designed to provide you with important information regarding our school policies, procedures, and guidelines. It will serve as a helpful reference throughout the year, so we encourage you to keep it handy. Should you have any questions or need further clarification on any of the contents, please don't hesitate to reach out. We are here to support you and your child every step of the way.

We are excited to partner with you to create a year filled with meaningful experiences and lasting memories for your child. Thank you again for choosing St. Simons Presbyterian Preschool! We look forward to a fantastic year ahead!

Warm regards,

Ashley Biletzskov

Director, St. Simons Presbyterian Preschool

Ashley@sspres.org

(912) 638-1263 (w) / (912) 258-1339 (c)

Our Mission

At St. Simons Presbyterian Preschool, our mission is to provide a nurturing, inclusive, and stimulating environment where young children can thrive socially, emotionally, and academically. We are committed to fostering a love of learning, building strong foundations of trust and respect, and supporting the unique potential of each child. Through a balanced curriculum that encourages creativity, exploration, and critical thinking, we strive to develop confident, compassionate, and curious learners who are prepared to face the challenges of tomorrow.

By partnering with families and the community, we aim to cultivate a safe space where every child feels valued and empowered to grow at their own pace, while developing the skills and confidence needed to succeed in school and beyond.

Our Philosophy

At St. Simons Presbyterian Preschool, we believe that every child is a unique creation of God, made with purpose and potential. Our Christian-based approach to education is grounded in the values of love, kindness, and respect for all people. We aim to cultivate an environment where children not only grow intellectually but also spiritually, emotionally, and socially, guided by the teachings of Christ.

We believe that a strong foundation of faith is essential to a child's development, and we integrate Christian principles into our daily activities, creating opportunities for children to experience God's love, learn about His word, and practice His teachings through kindness and compassion. We view each child as a precious gift, deserving of our care, attention, and encouragement to grow in their faith and knowledge.

Our goal is to nurture each child's heart, mind, and spirit, helping them develop a deep sense of purpose, empathy, and responsibility toward others. Through Christ-centered teaching, we empower children to become compassionate, confident, and respectful individuals, prepared to contribute positively to the world around them.

Classes & Curriculum

At Presbyterian preschool, the curriculum for children ages 2 to 5 focuses on nurturing the whole child through play-based learning, social development, and age-appropriate faith formation. Children explore early literacy, numbers, and motor skills in a warm, supportive environment grounded in Christian values. Daily activities include music, art, stories, outdoor play, and simple Bible lessons that teach kindness, sharing, and God's love in ways young children can understand.

We intentionally maintain small class sizes to ensure each child receives individualized attention and one-on-one interactions with the teachers.

Hours of Operation

Presbyterian Preschool is open from Monday–Friday from 9:00am to 1:00pm.

Presbyterian Mother's Morning Out is open from Monday–Thursday from 9:00am to 1:00pm.

A current school year calendar can be found on our website as well as on Brightwheel.

Admission Policy

Eligibility for Enrollment

We offer preschool enrollment for children ages 10 months old through 5 years old. Children in the Mother's Morning Out program may attend two days a week, based on their age as of September 1 of the current school year. Children in two-year-old classes through Pre-K classes will be placed based on their age as of September 1 of the current school year. Presbyterian Preschool is committed to supporting all children and families but realizes there are children who may be better served through the support of other local agencies. Parents will be notified if concerns arise.

Nondiscrimination Statement

St. Simons Presbyterian Preschool admits children and conducts all programs and activities without discrimination on the basis of race, color, national origin, sex, or age. As a ministry of St. Simons Presbyterian Church, our program reflects Christian values, and faith-based activities

are a regular part of the school day. Families of all backgrounds are welcome, and church membership is not required for enrollment.

Families who have a child with a disability or developmental delay are encouraged to speak with the Director prior to enrollment. SSPP is committed to discussing each child's needs and what accommodations the program is able to provide.

Enrollment Forms (on Brightwheel)

The parent is responsible for submitting all enrollment forms for the child's attendance. Forms to be completed and submitted prior to admission include:

1. Background Information
2. Emergency Contact Information
3. First Aid Treatment Permission Form
4. Picture Release Form
5. Handbook Acknowledgement Signature Form

Payment and Fee Schedule

All tuition payments are due by the 5th of each month, regardless of your child's attendance. Presbyterian Preschool reserves the right to change these fees with a 30 day notice.

Tuition may be paid by check or online through Brightwheel.

Payments received after the 5th of each month will incur a late fee of \$50.

Childcare Fees

Mothers Morning Out- 2 days a week \$295 monthly

Two Year Old- 2 days a week \$295 monthly

Two Year Old- 3 days a week \$325 monthly

Two Year Old- 5 days a week \$375 monthly

Three Year Old- 3 days a week \$325 monthly

Three Year Old- 5 days a week \$375 monthly

Four Year Old- 5 days a week \$375 monthly

Other Fees

- To secure your spot a \$125 non-refundable payment is collected.
- At the beginning of the year a one time supply fee of \$220 is collected.
- Returned checks will incur a fee of \$25 (Subject to change, based on the bank charges)
- Families with children not picked up by the designated 1 p.m. pickup time will be charged \$1 each minute after closing time.

Billing

- Invoices will be delivered by the 1st of each month and will include the fees due for the following month. Payments are due 5th of each month.
- Overdue Accounts:
 - If the account becomes 2 months overdue, the child's enrollment will be suspended, and the child will not be allowed to attend until the bill is paid. Billing will continue during this suspension.
 - If the bill is not paid within 30 days of the suspension, the child will be removed from enrollment and their place could be filled with another child.
- There is no reduction in fees if parents choose to send their children less than the specified number of days.
- There is no reduction in fees if the facility closes for an unforeseen event (i.e. safety concern, weather related, etc.)

Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children. Please contact the director to be added to our waitlist. There is a \$50 non-refundable waitlist fee.

Termination of Enrollment

Presbyterian Preschool reserves the right to terminate enrollment for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation

- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined previously

Presbyterian Preschool also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- 30 days advance written notice stating when care will be ending
- Payment for the last 4 weeks of care
- If the child is pulled without a 30 day notice, payment is to be made immediately for the final weeks.

Daily Operations

Arrivals and Departures

- Morning carline and Mother's Morning Out drop off begin promptly at 8:50am.
- We ask that children arrive no later than 9:10am as we start our preschool day at that time. If your child is to arrive later than 9:10am (i.e. for doctor, dentist appointment) please notify the director, and be aware that your child may miss some preschool lesson time.
- The gates at the playground will be locked daily from 9:30am–12:30pm. Parents/guardians for Mother's Morning Out will need to enter from the front door.
- Parents/guardians are required to sign children IN and OUT each day they are in attendance through Brightwheel, the parent communication app. There is a QR code located on the back of your car tag for your convenience.
- Afternoon carline and MMO pickup will begin promptly at 12:40pm. Carline/ Mother's Morning Out pick-up ends promptly at 1:00pm.
 - Overtime charges of \$1 per minute will be applied after the scheduled pick up time of 1:00pm.
 - Please notify the director if, due to some emergency, you are unable to pick up your child on time.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Brightwheel app. For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.

- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify the director. Staff will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.

Carline Procedures

For the safety of all children and staff we ask that you use the carline for both morning drop off and afternoon pick up. Please keep your child in his/her appropriate seat until a teacher opens the door to assist your child. We ask that you do not allow your child to drive in carline or hang out of the windows.

Reporting Children's Absences

Presbyterian Preschool staff plan the day based upon the number of children expected. We ask that parents notify the teacher or director as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early.

Field Trips

Pre-K classes may participate in occasional field trips during the school year. Permission slips will be sent home in your child's folder and must be returned before your child may participate. Field trip information and reminders will also be communicated via Brightwheel.

Potty Training

Children must be fully potty trained before entering the Four-Year-Old / Pre-K class.

For children who are in the process of potty training, parents are asked to let the teaching staff know their child's training plan, including whether the child is learning to sit or stand, the schedule they follow at home, and any words or cues their child uses. Staff will support potty

training during the school day by following the schedule provided and taking the child when they indicate a need.

Parents are responsible for providing diapers and pull-ups. All diapers must open on the aides. Only children actively potty training may wear pull-ups. SSPP provides wipes. Diaper cream, ointments, or medicated wipes must be sent by the parent with written instructions. Staff will not apply any ointment or cream without written parental authorization.

Emergency Policies: Safety and Emergency Plans of Action

Daily Locking Procedures

All exterior doors will remain locked while school is in session. If you need to arrive after dropoff time, please check in at the preschool's main entrance. The playground gates will be locked daily at 9:30 a.m. and will remain locked until 12:30 p.m. The interior door separating the preschool from the main church facilities will remain closed and locked during the school day.

Lockdown Policy

A lockdown is used when there is a potential threat near or inside the building, such as an unauthorized person, suspicious activity, or a community emergency. This policy is in place to keep all children and staff safe in the event of an emergency where it is safest to remain inside the building. During a lockdown, no one may enter or leave the building until it is declared safe.

During a lockdown, please do not attempt to enter the building or call the school—our focus will be on keeping the children safe and following emergency protocols. You will be notified through Brightwheel once it is safe.

Inclement Weather

Presbyterian Preschool will make every effort to remain open in inclement weather. A decision to close is a difficult one to make and we will do our best to stay in session during our normal operating hours. If we do decide we need to close due to safety, parents will be notified through Brightwheel. We typically follow the schedule of the Glynn County School System and will close when they deem it necessary to close the local public schools (i.e. water outage, power outage, and/or for the safety of staff and families).

Fire Drill and Unsafe Event Drills

Our staff is well trained in our fire and unsafe event/active shooter procedures, and participate in both drills without children present. While safety is our top priority, we believe that practicing safety drills with our youngest students can sometimes create unnecessary fear rather than effectively teaching the intended lesson. Children will participate in one brief fire drill at the beginning of each school year.

Parent/Guardian Communication

- All parent/staff communication will go through the Brightwheel communication app. Written communication, as well as student artwork and lessons, may also be in your child's folder, so please make sure to check it daily.
- Special conferences may be requested by the director or child's parents as needed. A scheduled parent-teacher conference is held in March each year for Pre-K families.
- To further foster whole family relationships, parents or guardians of children enrolled at Presbyterian Preschool are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.
- In the event of an emergency involving your child, the director will contact you directly by phone. For school-wide emergencies, or to notify families of time-sensitive situations — such as an unforeseen delayed school opening due to traffic, a fire, a lockdown, or similar situations requiring immediate notification — SSPP will use the One Call text and call notification system to reach all families. Phone numbers for One Call are collected during the admissions process and again at the beginning of each school year. Parents are encouraged to add their own number as well as the numbers of any regular caregivers — including nannies, grandparents, or anyone else who may drop off or pick up your child with regularity — so that all appropriate adults are reached in a timely manner. It is the family's responsibility to ensure their One Call contacts are current.

Behavior Management

Our discipline policy is rooted in respect, guidance, and compassion. We believe in helping children learn self-control and positive behaviors through gentle redirection, clear boundaries, and consistent routines.

When challenges arise, teachers use age-appropriate strategies such as calm reminders, choices, and natural consequences to encourage reflection and growth. We strive to model Christ-like behavior, treating each child with dignity while fostering a safe and loving environment where everyone can thrive.

In rare cases, if a child's behavior consistently threatens the safety or well-being of others despite ongoing support and communication with families, dismissal from the program may be necessary. These decisions are made at the director's discretion on a case-by-case basis.

When a child bites or hits another child, both families will be notified privately on the same day. Due to our confidentiality policy, the name of the other child will not be shared with either family. The incident will be documented in writing.

Medical Policies

Immunization Forms

- Every child must be current on immunizations prior to their attendance. These records must be provided prior to your child's first day of attendance. Please reference Georgia Department of Public Health Form 3231.
- If your child receives new immunizations and/or has an updated physical, please update the record on file in the Presbyterian Preschool's office.
- Immunization exemptions for medical reasons must have proper documentation on file. (Please reference Georgia Department of Public Health Form 3231 for medical exemption.)
- Immunization records or exemption forms must be turned in to the Preschool office no later than August 31. If no documentation is on file by that point, the student will be suspended and not allowed to attend until immunization files are current.

Medication

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).
- Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order. This order must be updated annually.
- Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.

Immunization Policy

St. Simons Presbyterian Preschool is dedicated to the protection of our children from preventable diseases. Having our students vaccinated ensures protection of all students under the recommended vaccination age, our students with compromised immune systems, and pregnant mothers.

- Beginning August 1, 2026, all students enrolled at St. Simons Presbyterian Preschool must be current on all vaccinations required by the Georgia Department of Public Health. Only exemptions for verifiable medical reasons will be accepted, as indicated on Georgia Department of Public Health Form 3231 by a licensed medical professional.
- St. Simons Presbyterian Preschool will no longer accept Georgia Department of Public Health Form 2208 "Affidavit of Religious Objection to Immunization."

Communicable Diseases

Please do not send your child if he/she is ill or has been ill in the last 24 hours. They must be fever free, vomiting/diarrhea free for 24 hours before returning to school.

- You will be called to remove your child if any of the following symptoms exist:
 - vomiting
 - severe coughing
 - temperature of 100 or higher
 - diarrhea
 - suspicious rash
 - difficult or rapid breathing
 - lice (may only return when deemed "nit free")
 - red, encrusted, or runny eyes
 - lethargic behavior
- Parents are expected to have the child picked up within 30 minutes of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
- Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Presbyterian Preschool.
 - Please do not give your child medication and send them to Presbyterian Preschool if they have been ill through the night.

Contagious Disease Outbreak

If a contagious illness is reported among our students or staff, SSPP will take the following steps:

- When two or more confirmed cases have been reported, all SSPP families will be notified via Brightwheel. The notification will describe the illness, symptoms to watch for, and steps being taken at school. No individual child's name will be shared.
- The director will continue to provide updates via Brightwheel as the situation develops.
- A decision to temporarily close the school is made jointly by the director and the Board. Families will be notified through Brightwheel as soon as that decision is made, along with the expected closure dates and any re-entry guidance.

Reoccurring Medical Issues

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Presbyterian Preschool must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

Accidents

- Parents/guardians will be notified of accidents as soon as possible.
- An accident report will be completed and a copy given to the parents/guardians.
- In non-life-threatening instances, the staff will provide on-site first aid. A signed form must be filled out on Brightwheel stating what is allowed to be administered.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- Parents are asked to report any instances of the child being treated by a physician, clinic or hospital.
- If the injury requires immediate medical attention, 911 will be called.

Parental Responsibilities

Meals and Snacks

- Please do not bring fast food/breakfast foods from home for your child into the facility.
- Presbyterian Preschool will not store breakfast items for individual children unless the child has a special dietary need that the parent provides for.
- Parents are welcome to bring a special snack for their child's birthday, other special events, or just for fun, BUT the State Board of Health requires that all foods be commercially prepackaged or purchased from a restaurant complying with local health standards. No homemade foods are allowed. Items may be purchased at a bakery with the logo on the box.
- Lunches must be provided by the parents daily.
- Water will always be available as well throughout the day.
- Juice pouches/boxes that are not 100% fruit juice are not an acceptable substitute for milk or water.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes.

Per the state the following food items are not allowed and will be returned home

Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age.

Clothing

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play.
- Do not send your child in a dress up costume. Children arriving in such will be asked to be changed by their parent before dropping off.
- Each child should be able to handle fastenings with minimum of help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather). An extra set of clothing should be sent with the child at the beginning of the year and kept in the classroom in case it is needed.
- Mark your child's name clearly on all articles of clothing.
- If your child is sent home in a change of clothes that belongs to Presbyterian Preschool please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes on Fridays for PE). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.

- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Children will be expected to go outside to play (even if just for a short period of time) when the weather permits. Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate.

Toys & Electronic Devices

- Presbyterian Preschool is well stocked with a variety of toys and materials for the children to play with. No toys shall be brought to Presbyterian Preschool from home except when permission is given from their teacher (i.e. show and tell). If your child brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

Lost and Found

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- Presbyterian Preschool is not responsible for items that the child has misplaced.

Photography and Social Media

When parents and guardians are present on campus for classroom visits, parties, or special events, you are welcome to photograph your own child. We ask that photos which include other children not be posted on social media without the consent of those children's families. We appreciate your respect for the privacy of all of our students.

SSPP staff may not share photos or videos of children on personal social media accounts. Photos taken for school purposes will only be used in accordance with each family's signed photo release.

Confidentiality

All information about children and families is kept confidential and used only for program purposes.

Advisory Board and Staff Requirements

Advisory Board

Presbyterian Preschool has an Advisory Board made up of the Elder representative, the Director, the Church Administrator, and a selection of former teachers and preschool parents. The Board meets monthly to assist the preschool director in areas of policy, budget preparation and management, staffing decisions, and other facility operations.

Should a parent have any concerns they would like to bring to the attention of the Board, please email preschoolboard@sspres.org.

If you have a concern, we encourage you to first speak with your child's teacher. If it is not resolved, please bring it to the director. If the concern involves the director or has not been adequately addressed, you may contact the Board at preschoolboard@sspres.org.

Staff Qualifications

Our teachers and staff are carefully selected for their education, experience and passion for early childhood development. All staff members meet or exceed our requirements and participate in ongoing professional development and safety training. We are committed to maintaining a nurturing, safe and engaging environment where every child can thrive.

- SSPP maintains the following staff-to-child ratios, which meet or exceed Georgia state requirements: Mothers' Morning Out 1:4, Two-Year-Old classes 1:8, Three-Year-Old classes 1:10, and Four-Year-Old/Pre-K classes 1:12. Staff members are required to adhere to these ratios at all times.

St. Simons Presbyterian Preschool program is exempt by Bright from the Start: Georgia Department of Early Care and Learning and is not required to be licensed.

Handbook Acknowledgment

By completing enrollment through Brightwheel, families confirm that they have received, read, and agree to abide by the policies and guidelines in this Handbook. The Handbook Acknowledgment form is included in the enrollment packet on Brightwheel and must be signed prior to your child's first day of attendance.