



SIPDS

Family Handbook

'25-'26

Welcome to our Preschool Family!

On behalf of all the members of Sea Island Presbyterian Church, we want to offer you and your children a warm welcome to our Preschool Program. Thank you for choosing our Church as the place in which your child can grow and explore in the coming year. We know we speak for the Church and School staff when we say that we are honored with your trust and the invitation to share in these important years of your child's life.

For the past 25 years, our preschool program has been entirely owned and operated by Sea Island Presbyterian Church. Through the prayers and support of church members and parents, and certainly through the commitment and excellence of the school staff, our school has grown into a ministry to children and their families that is known and respected throughout the community. We are excited each year to serve families like yours!

We can say the same for this congregation. Sea Island Presbyterian Church is an intergenerational congregation that values its identity as a close church family, called to the purpose of loving Christ, living Christ, serving Christ and sharing Christ. We believe that parenthood is a ministry, meant to be guided by the love and grace of God, and the work we do best in a community of faith, rather than "on our own". If you are seeking to equip yourself for the journey of parenthood, we want to invite you to join us for worship on Sundays, at our 8:30 or 10:30 services or Wednesdays for dinner and classes. We offer a growing Children's Ministry within all of these programs with childcare available. We look forward to serving you and your family as your pastor; please call if we can be of help or support in any way.

We pray that God will bless you and your family in this new school year. May God guide us all as we serve together in the ministry of loving our children!

Thank you, again, for joining us!

Peace,

Pastor M. Stephen Keeler

Sea Island Presbyterian Day School

2025 - 2026 School Calendar

August '25						
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September '25						
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December '25						
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March '26						
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June '26						
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July '26						
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- School Closed/ Holidays
- Meet the teacher
- First/Last Day
- Art show night
- Parent Meeting

Philosophy

At Sea Island Presbyterian Day School, we promote the development of the total child. We recognize that every child is developmentally different and deserves the opportunity to develop and learn at his or her own rate. Since we experience the world with our five senses, we encourage the children to "learn by doing" and provide a wide variety of "hands on" experiences designed to meet the needs of the children at different developmental stages.

Our school offers a program with varied experiences, designed to encourage your child's spiritual, social, emotional and educational development. Our staff of well-trained, caring and exceptional teachers will create an environment that will stimulate learning in a safe, Christian-based setting. Small classroom sizes enable us to offer a structured curriculum rich in math and language exploration, creative art, music and drama activities, science and motor skills development.

Foundation

The Day School was established in the summer of 1999. The purpose of the school is to provide a Christian-based learning environment with an academic foundation. We strive to provide an early childhood educational program that is enriching and developmentally appropriate for each child.

The Board of Directors and Session, of the church, govern the Day School. The board approves the overall program and assists in setting its policies. The director hires the staff and administers the budget with the approval of the Board and the Session of the church.

Although most inquiries regarding our program can be best answered by the director, any member of the Board will be glad to assist any parent. Problems or complaints not resolved by talking directly with the teacher or director may be submitted in writing to the Day School Board of Directors to be discussed at their quarterly meeting.

Faculty / School Information

The staff consists of qualified professionals who demonstrate love and concern for the welfare of young children in a Christian environment. All staff members are Pediatric CPR and First Aid trained.

Day School Office Hours

Monday and Fridays 8:30 am-1:00 pm

Tuesdays and Thursday 8:30-2:00 pm

Wednesdays 8:30 am - 3:00 pm

If you need to get in touch with the director or your child's teacher after hours, please message them via Lillio or send an email to:
dayschool@seaislandpresbyterian.org

Address: 81 Lady's Island Drive, Beaufort, SC 29907

Mailing Address: PO Box 966, Beaufort, SC 29901

Office Number: (843) 525-0843

Tuition

Preschool Payment information

All tuition accounts for June, July and / or August must be paid in full before students begin school in August. Tuition is due on the 1st of each month and is considered late after the 10th. A \$20 late fee will be applied if tuition is not paid in full by the 10th. If you need an emergency extension, please contact the Director directly.

We accept cash, checks, and credit card payments. Checks should be made payable to Sea Island Presbyterian Day School (SIPDS) and may be handed to assistants or teachers at carpool. The same applies to cash payments. Please make sure payments are in an envelope labeled with your child's name. Credit card or checking account draft payments may be made through Lillio; associated fees (\$0.60 for ACH and 2.9% for credit cards) will be added to your total charge.

Preschool tuition is calculated as a yearly rate, which we break down into ten equal monthly payments. You may choose to pay monthly or annually.

If your child misses school during the month due to illness, vacation, or other personal reasons, the full month's tuition is still due. This also applies during months with scheduled school closures, such as Christmas in December and Spring Break in April.

If tuition payments become more than one month overdue, we reserve the right to withdraw your child from the program.

There is a \$35 charge for returned checks. After the second returned check, only cash will be accepted for payment.

The Day School is a non-profit, self-supporting ministry of Sea Island Presbyterian Church. All tuition goes toward staff compensation and classroom supplies. Since our costs remain fixed, there are no discounts for absences due to illness, vacations, or missed days.

Tuition Refund Policy

Sea Island Presbyterian Day School is a non-profit program that relies on tuition to cover operating expenses. If a child must be withdrawn, 50% of the unused portion of any tuition payment may be refunded only if both of the following conditions are met:

The family is relocating outside Beaufort County, **AND** written notice is provided at least 30 days in advance.

- Withdrawal after April 1st requires tuition to be paid in full. There will not be any refunds to any previous payments at this point.
- Withdrawal for any other reason do not qualify for refunds

(Please note: No refunds will be given after April 1st, and all tuition must be paid in full.)

Carpool

Carpool - Arrival

Carpool drop-off begins at 8:50 am and goes until 9:10 am. When entering the church campus from Lady's Island Drive, veer to the right and follow the tree line around the back of the building to the Day School entrance. Please drive slowly and be mindful of pedestrians as you make your way through the parking lot.

If you are the first car to unload in your group of cars, please pull all the way up to the turnoff for the covered drive so we can unload as many cars as possible.

An Assistant Teacher will greet you at your car and walk your child to the day school door. Once they enter the building, they will make their way to their classrooms where their teacher will be waiting. For everyone's safety, please stay in your vehicle during carpool and keep your speed low as you move through the lot.

If you arrive after 9:10 am, the building doors will be locked, and you will need to walk your child to the school entrance. Please ring the electronic doorbell and wait for the Director to come open the door for your child. You may also call the office at 843-525-0843 if you need assistance. Please do not knock on classroom windows to ask staff to let you in. For building safety, the director is the only one who opens the outside door.

Carpool - Dismissal

Carpool dismissal begins at 11:50 am / 12:50 pm / 1:50pm, depending on the day and your child's program. Please place your child's name card in the driver's side window so it is visible to the staff calling cars. When you arrive in the loading zone, your child will be escorted to your car and loaded by a teacher. Children will only be released to their parents or other authorized individuals listed on their registration form. Updates to your authorized pick-up list can be made at any time. Pick-up time runs until 10 minutes past the hour. Parents arriving after 12:10 pm / 1:10 pm / 2:10pm will be charged a \$10 late fee for every 10-minute increment until the child is picked up. Please respect the time and responsibilities of the Day School staff.

Carpool Notes

Please be prepared to show identification until our staff becomes familiar with all of our families. If your child is being picked up by someone other than their

regular person, please send a written message through Lillio with the driver's name and the make/color of the car. If the change is last-minute, you may also call the office at 843-525-0843. The designated driver must show identification that matches the name provided.

During carpool, you must remain in your vehicle at all times. If you must exit the vehicle, turn off the engine first. Please be patient and do not drive around other vehicles unless directed by staff.

Safety Note: The safety of our children is of the utmost importance and is taken very seriously. Children must never be left unattended in a vehicle. Doing so is a violation of South Carolina State Law (Section 20-7-50). Violators may be found guilty of a felony and face up to 10 years imprisonment and fines. Please follow this law for the safety and well-being of your child.

A complete list of SIPDS carpool guidelines is printed on the back of your child's car tag.

Miscellaneous Information

Snacks

A variety of healthy snacks are provided by the school. If you noted that your child has any dietary restrictions or allergies within your registration packet, your child's teacher has been notified. If you did not note concerns on your registration packet, please speak with your child's teacher directly.

Birthdays

Your child's birthday will be celebrated at school. If you would like to send in refreshments, please notify the teacher in advance. Each teacher will communicate what is appropriate for their classroom. All treats must be store-bought due to allergy considerations—no homemade items are allowed. For safety and environmental reasons, balloons are not permitted in the classroom.

Please do not ask teachers to distribute party invitations or send home gifts for select children. This is against school policy. You will receive a class directory, which you may use to send invitations or arrange playdates and deliveries.

Summer birthdays will be celebrated in May, before the school year ends

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Teacher Requests

We do not accept requests for specific teachers, as all staff members are highly qualified and experienced. However, you may request that your child be placed with a friend, as long as both families submit written requests.

Parents / Visitors

Parents are welcome to visit any classroom at any time. We are proud of our program and encourage families to observe and participate. All visitors must sign in outside the Day School office and wear a VISITOR tag while in the building. This helps us keep all children safe.

Non-enrolled children may not visit classrooms unless accompanied by a parent, who will remain with them for the entire visit.

We invite parent participation in special classroom projects and welcome you to share your career, hobbies, or special talents. At the beginning of the school year, you'll have an opportunity to indicate your interest—we strongly encourage you to get involved!

Parents will also be invited to special events throughout the year. It is very important for each child to have a representative (parent, grandparent, or designated individual) in attendance. If no one is available, please plan to pick up your child early on those days.

Please let us know of any major changes at home (such as a new sibling, separation/divorce, family loss, travel plans, etc.) that may affect your child's behavior. This helps us provide the extra care and support they may need.

Parent Conferences

Pre-K conferences will be held once per year, and progress reports will be issued at the end of the school year. You may request a parent-teacher conference at any time, regardless of your child's age group. If you have immediate concerns, feel free to speak with your child's teacher or the Director, but please avoid having these conversations during pickup.

Financial Assistance

Limited financial assistance is available for families in the Three-Year-Old and Pre-K programs through the SIPDS Scholarship Fund. To apply, contact the Director and complete a financial disclosure form. Applications are reviewed by the Preschool Advisory Board and are kept strictly confidential.

Lunch Bunch

Children in the 2-year-old and 3-year-old classes have the opportunity to join school friends for lunch and additional playtime on Tuesdays, Wednesdays, and Thursdays - starting August 26th. Pick up is at 1:00 pm and the fee is \$5.00 per day, per child with a \$50 monthly cap per child. Lunch Bunch fees will be added to the following month's invoice. This year, reservations will not be required, so if your child brings a lunch box to school, we will assume they are staying for Lunch Bunch and add them to the list. Young 2's will be invited to join in January.

Please make sure to label lunch boxes, water bottles, containers and anything else you would like to be sent home with your child.

Stay and Play

Children who are fully potty trained and do not require restroom assistance may stay on Wednesdays until 2:00 pm to enjoy organized games and activities. The cost is \$6.00 per day, per child. A monthly registration link will be sent out for parents to sign up. Stay and Play will begin on September 10th.

Early Morning Drop-Off

Early Morning Drop-Off is available daily - starting Monday, August 25th. You may drop your child off anytime between 8:00 am to 8:40 am for \$5.00 per day, per child. No advanced sign-up is necessary.

If you arrive between 8:00 and 8:15 am, please park and walk your child to the day school door and a teacher will welcome them into the building. If you arrive after 8:15 am, pull up just past the ramp to the school, and a teacher will come to your car to escort your child inside.

Health Requirements

The school adheres to all county licensing requirements. A current certificate of immunization or exemption must be completed and on file by the first week of school.

Illnesses

Please keep your child home if they show any signs of illness, including cold symptoms, sore throat, fever (100°F or higher), vomiting, stomach upset, or contagious conditions. Children must be fever- and vomit-free for 24 hours without medication before returning to school.

If your child is sent home during the school day due to a fever or vomiting, they may not return the following day. Teachers have the discretion to remove any child from the classroom if a contagious illness is suspected.

If your child is experiencing a health issue or is on medication that might affect their behavior, please send a message via Lillio to inform the teacher and director. This helps us support your child more effectively.

Emergency Information

Please ensure the school always has up-to-date emergency contact information, including phone numbers for you and any designated pick-up individuals.

We strongly encourage you to save the Day School phone number (843-525-0843) in your phone and share it with your emergency contacts, as well, so you will recognize incoming calls from the school.

Enrollment Policy

Enrollment is open to any child as long as we are able to meet their individual needs. Admission is granted without discrimination based on sex, race, color, creed, or religious belief.

Picture Policy

Each family signs a photo release allowing their child's image to be used within our communication platform, Lillio. These photos are shared with parents only and will never be posted on social media by school staff. If you did not give permission for your child to be in photographs, we will not be able to include them in the photos used for Lillio updates.

We ask that families do not share school images on any social media platform unless all other children in the photo are completely blocked out—not just blurred—using stickers or cropping so only your child is visible. This also applies to class photos.

Bite Policy

Biting is a normal developmental stage that many young children go through, especially between the ages of 13 and 24 months. While it is typically temporary, the safety of all children is our top priority.

When a biting incident occurs, staff will take the following steps:

- The biting will be interrupted with a firm, "No. We don't bite people."
- We will stay calm and avoid overreacting.
- The bitten child will be comforted.
- The biter will be removed from the situation.
- The wound will be cleaned with soap and water and assessed if further care is needed.
- Parents of both children will be notified, and documentation will be placed in the biter's file.
- All children's identities will be kept confidential.

If biting continues despite intervention, staff will increase supervision and “shadow” the child to prevent further incidents. We will continue to use positive redirection and support strategies. If, however, the behavior persists and disrupts the classroom environment, the child may be dismissed from the program after all efforts have been exhausted.

First Aid

Minor scrapes, bumps, and other typical childhood injuries will be treated at school with gentle care and standard first aid supplies. When appropriate, we will use Vaseline for chapped lips, Neosporin for minor cuts and scrapes, and anti-itch cream for insect bites. These items are used sparingly and only when needed to keep your child comfortable. If your child has any allergies or sensitivities to any of these products, please notify the director and your child's teacher in writing so we can make a note in their file and make alternative arrangements.

Discipline

Our program encourages self-discipline, independence, and social-emotional growth. Children are guided to use their words to solve problems and express needs.

When behavior becomes inappropriate, the following steps will be taken:

- The teacher will attempt to redirect the child.
- A verbal warning will be given.
- The child will be asked to move to a quiet area to calm down.
- If behavior continues, parents will be contacted, and a joint behavior plan will be developed.
- For serious or unsafe behavior, parents may be asked to take their child home for the rest of the day.

- Continued disruptive behavior that does not respond to redirection or behavior plans may lead to dismissal from the program.
- Spanking or any form of physical punishment is strictly prohibited at the school.

Clothing

Please dress your child in comfortable, play-appropriate clothing suitable for the season and school activities. When children aren't worried about getting messy, they can fully engage in creative and sensory play. For safety reasons, flip-flops and slick-soled shoes should be avoided on playground equipment. We recommend socks and rubber-soled shoes whenever possible.

Clothing should be easy for your child to manage independently. Items like belts, suspenders, tights, back zippers, snaps, or small buttons can be frustrating to young children. Accidents happen, so please keep a seasonally appropriate change of clothes (including underwear, pants, and socks) in a labeled Ziploc bag in your child's backpack. Also, label all outerwear (jackets, sweaters, hats, etc.) with your child's name

Potty Training

If you're planning to begin potty training, we encourage you to speak with your child's teacher so we can work together to support your efforts. Success at school often looks different than at home, where routines are more predictable and distractions are fewer. By staying in close communication, we can help make the process as smooth and encouraging as possible for your child.

Scholastic Books

Reading is one of the most important skills your child will develop. Research shows that children who read regularly do better in school—and later in life.

To support literacy, our school participates in the Scholastic Book Club. Orders may be placed online using the class code which we will provide at the beginning of the school year.

These books are carefully selected for young children and are quite affordable. Each order earns points that allow us to bring new books and learning materials into the classroom. We appreciate your participation in this program as it benefits both your child's reading development and our program.

Special Events

We love incorporating family and community connections into our school year. These "extras" enrich our program and create meaningful experiences for students and families.

Here are a few special events to look forward to:

- Parent Orientation (August)
- Open House & Art Show (October)
- Christmas Celebrations
- Pre-K Valentine's Luncheon
- Easter Egg Hunts
- Family Reader Program
- Teacher Appreciation Week
- Pre-K Graduation & Reception

Class Cancellation Policy

Please note: If Beaufort County Public Schools are closed due to inclement weather, SIPDS will also be closed. Parents are encouraged to listen to local radio stations or WSAV for official announcements.

Handbook Receipt

Once you have read the handbook, please use the link below to acknowledge that you have received and reviewed the SIPDS Family Handbook. If you have any questions or concerns, please contact the Director for clarification.

<https://forms.gle/M3UR5xJDfCRGzh6M6>