

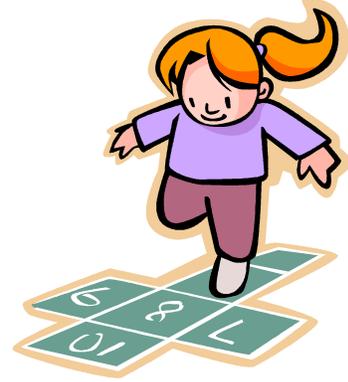


School Handbook



200 South Goose Creek Blvd., Goose Creek, SC 29445

(843) 553-7175



St. Timothy's Children's Center
is a ministry of
St. Timothy Lutheran Church.
The staff strives to provide
a stimulating and nurturing environment
based on the belief that God is love.
It is our desire to encourage the growth
of the "whole child" through spiritual,
social, cognitive, emotional
and physical development.



Table of Contents

STCC Philosophy	
School Description	1
Program Information	2
Field Trips	3
Star Students.....	3
Lunch Bunch.....	4
Class Times.....	4
Enrollment Requirements/Registration/Withdrawal	4
Certification.....	5
Immunization Requirements	5
Scholarship Funds.....	5
Tuition Information and Fee Schedules.....	6
School Policies	7
Arrival, Dismissal and Release of Children	7
Tracking of Children	7
Discipline.....	7
Sibling Policies	7
Confidentiality	8
Absence and Illness	8
Medications	8
Accident/Incident	8
School Calendar and Closings	8
Appropriate Clothing.....	8
Toys.....	8
Toilet Training	8
Lunches/Snacks.....	9
Holiday Parties	9
Birthdays	9
Parent Involvement	10
Open House	10
Communication	10
Conferences	10
Parent Participation.....	10
Special Events	10
Staff.....	12
Parent/Guardian acknowledgement.....	13



St. Timothy's Children's Center offers a kindergarten and preschool program that is child-centered, encouraging each child to develop his or her own talents and abilities. Children are guided to develop a love for God while learning as they grow in the following areas:

Spiritual Values

Social Skills

Academic Foundation

Emotional Development

Physical Development

As a child's early school experience should be exciting and successful, we will ensure to the best of our ability

that this experience is a positive one. Qualified teachers instill in your child the desire and inspiration to learn. The child will grow to develop a good image of his/her own worth as a child of God. Children will also discover freedom and responsibility within the disciplines of a structured program. With this in mind, our 2, 3, and 4-year-old and Kindergarten curricula focus on the following:

Christian Environment/Weekly Chapel

Creative Learning Centers

Age Appropriate Teacher-Directed Activities

Small Class Size

Program

Our curriculum is based upon the philosophy that children learn best by doing. Monthly themes and activities will be developmentally appropriate to the various age levels. Learning centers, teacher-directed activities, and field trips will be used to expose the children to concepts in math, science, language, art, music, and physical education.

The children will be given the opportunity to interact with other children as they learn to cooperate, negotiate, and get along with each other. Through the use of the learning centers, the children will learn by "hands-on" activities.

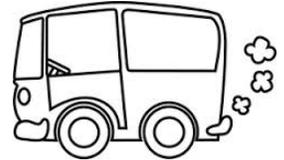
Christian Education will be a regular part of classroom activities through Bible story-telling, teaching basic Christian values, giving thanks before meals, and chapel each week. Chapel is held every Tuesday and Wednesday morning at 8:15. We help support Helping Hands of Goose Creek and encourage you to have your child bring in a small monetary donation or a non-perishable food item on their chapel day.

In-house programs are scheduled for all classes. The programs offered enhance the monthly unit of study being explored.

Field Trips

Field trips outside the school are limited to our annual trip to the West Farm pumpkin patch in October.

Parents/family members are required by DSS to transport their child to and from this field trip. Everyone is welcome to join us!

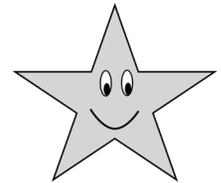


In addition to this trip the school schedules many on site visitors.

Including, Mother Goose, the fire department, the marine touch tanks, and others.

Star Students

Each month your child's teacher selects a "star student" from their class. During chapel these students are recognized for their good work at school. Parents will receive a letter letting them know when their child is selected and are encouraged to attend chapel on their child's special day.



Lunch Bunch

Lunch Bunch is offered Monday through Friday from 12:00 - 1:00. Children **must be potty trained** to attend. The cost is \$6.00 per day. Parents sign up and pay the week in advance. Children will bring their lunch with them **ready to be served**.



Class Times

2, 3, & 4 yr. old morning classes:
8:00 am - 12 noon

Kindergarten:
8:00 am - 1:00 pm
(The kindergarten day is subject to change as enrollment dictates)



Enrollment Requirements

2 yr. old class	2 by 9/1/26
3 yr. old class	3 by 9/1/26
4 yr. old class	4 by 9/1/26
Kindergarten	5 by 9/1/26

Registration

Registration is held in March for the following year.

Current and returning families and church members - 3/9/26
New families - 3/16/26

Withdrawal

It is understood that children are enrolled for the entire school year. **The director must be given thirty days notice if it becomes necessary for your child to be withdrawn.** If you must withdraw and are unable to give the proper 30-day notice, you are responsible for the next month's tuition. If a child's behavioral/special needs endanger other persons, materials, and/or the positive environment of a classroom, the child will be required to leave the program immediately.

Certification

Registration for operation is secured through the South Carolina Dept. of Social Services. A bi-annual inspection assures compliance with state regulation.

DHEC Immunization Requirements

A current immunization record must be on file for each child attending St. Timothy's Children's Center. Parents may obtain the certificate from their doctor's office or the county health department.

David A. Smith Memorial Scholarship Fund

This fund was established in June 2007 in memory of the school director's son. The scholarship fund is a tuition assistance program for parents who may encounter unexpected financial hardship during the school year. Monies raised from fundraisers will be added to the fund. Donations may also be made at any time.

Military Scholarship Fund

This fund was established in 2017 to assist military families. This fund is a tuition assistance program for military families that may encounter unexpected financial hardship.



Tuition

Tuition is due on the first of each month. A late fee of \$10.00 will be added for every ten days the account remains past due. These accounts will be referred to the church council for review. Tuition is non-refundable.

If the previous month's tuition is still delinquent by the first school day of the following month, the child will be dropped from our enrollment and the class space will be filled. Please see the director if special arrangements need to be made.

We are no longer accepting cash payments for tuition, field trips, lunch bunch, etc. Please pay with a check or online.

Checks should be marked with the child's name. Checks may be placed in the locked mailbox on the hallway wall. Teachers are not responsible for checks. Please do not send payments in your child's bookbag. Please use the drop box. A fee of \$35.00 will be assessed for checks that are returned.

You may also pay online through your Brightwheel account. **To avoid late fees, online payments must be posted by the 7th of each month** to allow adequate transaction processing time.

****Parents who have two returned checks will need to make all future payments online or with a money order.**

Tuition & Fee Schedule

Tuition and fees paid at registration represent a commitment to attend. Staff is hired on the basis of these commitments. **Therefore, payments made at enrollment are non-refundable.**

Registration Fee for all classes is \$120.00 per student.

During registration parents will select a payment plan. All prices listed include snack and supply fees.

Plan A - One (1) payment due at time of registration for tuition and fees.

Kindergarten	\$4,365.00
5-day fours	\$3,637.50
5-day threes	\$3,637.50
3-day classes	\$2,667.50
2-day classes	\$2,182.50

Plan B - Ten (10) payments with the first payment due at registration and nine (9) payments due at the first of each month starting Sept. 1, 2026 and ending May 1, 2027.

Kindergarten	\$450 per month
5-day fours	\$450 per month
5-day threes	\$375 per month
3-day classes	\$275 per month
2-day classes	\$225 per month

Discounts - Families with more than one child receive a \$10.00 discount off the combined monthly total. Families with more than one child who elect **Plan A** will receive a \$100.00 discount off the total paid.

School Policies

Arrival & Dismissal

Students arrive at school between 8:00 and 8:10 am. Children will be dropped off with their teachers according to their class's plan, at either the doors at the end of the education wing, the main front doors, or the exterior classroom doors. Class will begin promptly at **8:10**. Preschool dismissal is 12:00 to 12:10. Children who are still at school past 12:10 will be sent to the director's office. Kindergarteners and 5-day fours will be dismissed 1:00 to 1:10. Children who are still at school past 1:10 will be sent to the director's office.

Children will be released only to parents and/or other persons on the Pick-up Permission Form. A written notification must be given to your child's teacher if your child will be picked up by someone other than the parent.

A late fee of \$5.00 for every five minutes will be assessed to parents who pick up children later than 12:10 from class or 1:10 from lunch bunch.

Tracking of Children

STCC teachers are responsible for each child. The teachers use digital tracking software to account for the presence of each child as they enter and exit the premises and move to a new location in or around the school.

Discipline

A positive approach to discipline is followed. Children are familiarized with classroom expectations and learn what is acceptable behavior. This is accomplished through positive reinforcement, redirection, and by focusing on the action rather than the child in order to build self-esteem and a healthy self-concept. Physical and/or verbal punishment is not permitted. If serious discipline problems or uncooperative behavior occurs, the teacher will confer with the parents and the director. If problems remain unresolved and no improvement is noted, the child may be removed from the school.

Classroom Parties Sibling Policy

We will have several occasions to celebrate this school year. You will be asked to sign up to contribute a food item or paper products. Classroom parties will take place during regular school hours and will be for students only.

School Policies (cont.)

Confidentiality

Our children and staff records are maintained in a locked file cabinet in the preschool office. Only the director, licensing agency, or a parent/guardian are able to access this information. Information concerning a child will not be made available to anyone without the expressed written consent of the legal parent/guardian.

Absence & Illness

Please call, email or text the preschool director if your child will be absent due to illness or for other reasons. Kindergarten students are allowed a maximum of ten unexcused absences. If your kindergartner is absent due to illness, please send in a signed excuse. If a child is ill with a contagious disease, contact the director so that others may be notified of exposure. Prescription medication will be administered at school with a completed *Medication Permission Form* only. Parents will be notified immediately of any severe injury or sudden illness that occurs while at school. Emergency contacts will be called if parents cannot be reached. If professional attention is required, 911 will be called and parents/guardians will be responsible for any charges incurred. A staff person with current first-aid training and CPR certification is always available.

Children are most comfortable at home when ill. To limit exposure to others, please keep your child home until he/she has fully recovered and is able to participate in all school activities, including outdoor play.

Head Lice—STCC has a “no nit” policy. If your child has had head lice, please inform the office. Once your child has been treated they may return to school, but if any nits are found, they will be sent home. The school administration will check a child’s head before their return to class.

Medications

We will administer prescription and non-prescription medications. Parents must complete the school *Medication Permission Form*. The medication must be in the original container and labeled with the child’s full name.

Accident/Incident

An accident report will be written by the staff member in charge in the event your child is injured at school. The parent will be called if the injury is on the child’s head/face or if immediate attention is needed.

An incident report will be written if your child hurts another child. Each report will be signed by the parent at pick-up. All reports will be placed in your child’s permanent file. If the child is not being picked up by his or her parent, the report is sent home in the child’s folder to be signed and returned to school.

School Calendar

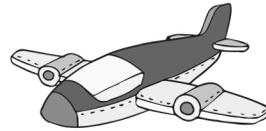
STCC follows the Berkeley County School District calendar for **MOST** school holidays, and any emergency closings due to weather conditions. If Berkeley County has a 1 hour delay, school will start at 9:00. For delays more than 1 hour, school is cancelled for the preschoolers. Kindergarten students will have school at the delayed time. There is always a possibility of an unforeseen cancellation of school due to a church event held at St. Timothy.

Appropriate Clothing

Children are encouraged to wear comfortable clothing that is easily laundered and can be easily managed for bathroom needs. Tennis shoes are to be worn everyday to allow for running and climbing. No flip-flops or sandals, please! Please label jackets, sweaters, and backpacks. **It is extremely important that all children have a complete change of clothes in their backpacks at all times.**

Toys

Children are to keep personal toys at home as they are easily lost or broken at school and are often difficult to share. Parents will be notified of opportunities and suggestions for "show and tell" items to be brought to class.



Toilet Training

Children must be toilet trained to attend school, except in the 2-year-old class. Please do not send children in the 3-year-old class in "Pull Ups." Pull-Ups create confusion for the child, and the classroom is not equipped to handle frequent changes. Occasional "accidents" will be handled in a positive and non-threatening manner. Visiting restrooms will be part of the daily schedule. **Please keep a change of clothing in the book bag in a marked ziploc bag at all times!**

Kindergarten and Lunch Bunch Lunches

The following foods pose a possible choking hazard and should not be packed in lunches: popcorn, grapes, marshmallows, nuts, gummy fruits, hot dogs and carrots. Please send lunches ready-to-eat. We cannot warm food.

Due to the increase of children with peanut allergies, we will no longer serve any foods that contain peanut butter or nuts. Please read labels carefully. Foods that are processed in a plant that processes nuts/peanut butter will not be served.

Snacks

The preschool will provide a midmorning snack to all students. A snack calendar will be sent home monthly with the menu. Snack is served with 100% apple juice and water.

Holiday Parties

We will celebrate Pumpkins, Thanksgiving, Christmas, Valentine's Day and Easter. Your teacher will post a note to let you know of any food or party items needed for these special events.

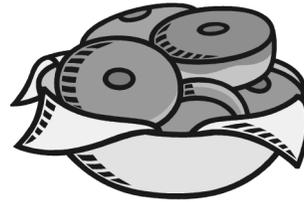
The Christmas program and End-of-the-Year Celebrations are school-wide events. Parents will receive a letter from the director to inform parents of any food items needed.

Birthdays

In celebration of this important event in your child's life, you may send special treats for your child to share with his/her class. **We have a "no cake/cupcake policy"**.

When bringing in a special birthday snack, please make sure the foods do not contain nuts and are not processed in a plant that processes nuts/peanut butter.

Muffins, doughnuts, cookies and Rice Krispies Treats are suggested. **Please limit the amount of icing on cookies.** "Unbirthdays" are encouraged for those children whose birthdays take place during the summer. Please notify the teacher to make these arrangements.



Parent Involvement

Open House

Open House is held prior to the first day of school. This event affords parents and children the opportunity to become familiar with teachers, classrooms, and program goals and objectives for the year.

Communication

School-to-Parent communication is achieved through your *Brightwheel* account, emails and information sent home in your child's folder, as well as on both school bulletin boards located in the main hall. Any time there are questions or concerns, it is the parent's responsibility to bring them to the attention of the director/teacher.

Conferences

Student evaluations are conducted twice yearly. Progress reports are sent home in the fall and are intended to inform parents of their child's initial adjustment to school and to establish goals for the year. Spring conferences are held to review a developmental profile and to share recommendations for the following year. Should concerns arise, informal conferences may be scheduled with teachers/parents throughout the year. You may email your child's teacher at any time with questions or concerns. **Teachers should not be called at home.**

Parent Participation

Parents are welcomed and encouraged to participate in a variety of activities such as field trips, classroom visits, and involvement in holiday celebrations. Please make child-care arrangements for siblings when participating in school activities (See sibling policies on page 12). This makes the activity special for you and your child.

Special Events

Special events will be held during the year which will involve parents and families. Notices of these events will be sent home and announced in school newsletters.

Change of Personal Information

Please notify the director of any change in address, phone numbers, or email addresses. It is vitally important for the safety of your child that current numbers are available.



STAFF

Each staff person has been carefully selected for educational qualifications and experience in the field of early childhood. Equally as important is a genuine and loving interest in young children and the ability to relate to the children. Continual staff growth is required through classes, workshops, and in-service training. There may be times we have to make changes to our staff. Parents will be notified by the director when such changes occur.

2026-2027 Tentative Staff

Stephanie Schuteker - Director
Amy Moss - Kindergarten TeacherAssistant
Zachary Davis- Kindergarten
Linda Boone - Five-day 4 yr. Teacher
Christina Kirkley - 4 yr. Teacher
Tanya Martin - 5-day 3 yr. Teacher
Valerie Miller - 3 yr. Teacher
Sarah Grey - 2 yr. Teacher
Kathi Wonus - 2 yr. Assistant
Katie Levin - Floating Assistant

PARENT/GUARDIAN ACKNOWLEDGEMENT

Please remove this page and return to Ms. Stephanie with your child's enrollment packet.

By signing below I acknowledge that I have read and will abide by the policies and procedures for the 2023-24 school year. ***I understand that if I violate any of the policies my child will be taken off the roster and all monies paid will be forfeited.***

Child's name

Parent signature

Date

