



PreK Parent Handbook

Smithtown Christian School
1 Higbie Drive
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Contact information

Address: 1 Higbie Drive, Smithtown NY 11787

Phone: 631-265-3334

Email: see teacher

Website: learnwithscs.org

Available Programs 24-25

4 Year olds - must be of age as of December 1st and fully toilet-trained

3 day morning - Tues/Wed/Thurs 8:40am to 11:30pm - \$320/month

3 day all day - Tues/Wed/Thurs 8:40am to 2:40pm - \$640/month

Curriculum and Program

Academics

The mission of Smithtown Christian School is to teach with excellence in the classroom and through life-on- life influence to produce exceptional young Christian leaders with a heart for God, a mind for truth, and a passion to change the world. To carry out this religious mission, Smithtown Christian School, which is a ministry of Smithtown Gospel Tabernacle, partners with like minded families who agree with Smithtown Christian School's religious purpose and beliefs. The purpose of this handbook is to provide parents and students with relevant information about the Pre-K program at Smithtown Christian School. A variety of topics are addressed in order to clearly portray school guidelines and procedures. You are also welcome to contact the school office with any questions or concerns. It is our privilege to serve you. Ultimately, the academic aim of the Pre-K program is to prepare students for SCS Kindergarten.

Service Learning

We believe as a school the importance of giving back to our community and the world at large. Our Service Learning Project does just that! We take what we learn in the classroom, bring it out to the world, with the purpose of building the Kingdom of God.

FACTS Management

FACTS is an online parent portal. This is the online method by which you will pay tuition, field trip fees, or other incidental billing that occurs throughout the year.

Divisions of School Year

The school year is divided into four quarters of approximately equal length.

Parental involvement

ClassParent/PTO opportunities

Birthdays

It is our practice to celebrate each child's birthday. Parents may supply brownies, cookies, munchkins, ice cream or favors. Prior to your child's birthday, you will be notified concerning the day of celebration and the number of students in the class. It is left up to parents to decide just how much they would like to do for their child at school in this respect.

School Safety

Building Safety

After morning arrival, the entrances to the building are locked with the only access through the Security Entrance where visitors must sign in before reporting to the school office. A Security Guard monitors this entrance and the building during school hours and until 5:00 PM each school day.

Emergency Drills

As mandated by New York State, evacuation drills and lockdown drills, on different days and at various times, will be conducted.

Inclement Weather and School Closings

School closings will be announced via Facebook, the SCS website, News Channel 12, and via text message, email and automated calls. If SCS is open, but your district of residence closes and does not provide transportation, your child will be granted an excused absence. A parental note of explanation must be sent with the returning student.

Your public-school district may decide to close early because of inclement weather. When this happens, they will send their buses to SCS for early dismissal. Please check with your school district or the media options listed above to determine if your child will be dismissed early.

Arrival, Dismissal, & Transportation

Arrivals and Dismissal

Students should arrive by 8:30am and class starts at 8:40am. Parents should pick up their children at 2:40 pm.

Sign in, sign out

Students are not authorized to sign themselves in and out of school, this can only be done by a parent or guardian. In case of illness, an emergency contact may pick up the student.

School Hours

School Hours	8:40 AM – 2:40 PM
Office Hours	8:00 AM – 4:00 PM

Communications

Periodic emails will be sent to keep parents apprised of special events, informational items, recognitions, etc. In addition to email, Smithtown Christian School will communicate news and time-sensitive updates via text, on the website, www.learnwithscs.org and our Facebook page, www.facebook.com/smithtownchristian.

Nondiscriminatory Policy

SCS admits students of applicable age, regardless of sex, race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school.

Admission

Acceptance of the student will be based on academic record, results of testing, a personal interview with parents and student, and recommendations concerning character, attitude and alignment with the school's mission and vision.

Student Conduct Policies and Procedures

In all matters of discipline and conduct, the emphasis at SCS is on encouraging growth in Christ-like character and on maintaining a godly learning atmosphere for the entire student body. Following are the specific campus and classroom guidelines and policies which comprise

the basic standards for student behavior. Of course, it would be impossible to cover every conceivable situation in the Student Handbook, and therefore it is understood that the administration of SCS has appropriate latitude in determining what is acceptable and unacceptable behavior.

Personal Books and Toys

At various times during the school year your child will participate in special show and share times. It is only during these special times that books and toys are welcomed into the classroom. On all other days, books and toys from home are not permitted into the classroom.

Food and Beverages

Parents are to send in a peanut-free snack each day. Full-day students should bring two snacks. Lunch can be brought from home or purchased in the cafeteria. Time is taken each day before snacks to ask God's blessing on the food.

Clothing for School

Students should be dressed in comfortable appropriate clothing for the day. These clothes should be able to be managed by the students themselves when using the bathroom. Outside play is a regular part of the SCS day, so please make sure attire is seasonally appropriate and that footwear is conducive to running and jumping. As we aim to give students robust, creative learning experiences, please note that clothing may get messy either via craft supplies (paint, glue, etc) or via exploring nature (dirt and grass stains).

Please label clothing with your child's name to help get missing items back to you.

School Picture Day/Special dress days

Students will be informed of picture day or other special days where dressing up is encouraged.

General Student Life Policies and Procedures

Visitors

Only students who are considering enrolling at SCS are allowed to visit campus. Complete guidelines are available in the office.

Parents are always welcome to attend chapel at any time, and without notice.

Any visitor to the school must enter the building through the side entrance and must check in with the school security guard. All other doors are locked throughout the entire school day. Students may not open any door to let visitors into the building.

Attendance

All absences must be followed by a note of explanation from a parent on the day the student returns to school. A parent/guardian may also call or email the school office by 9am on the day of the absence. Doctors notes will be required for an absence due to illness that are longer than three days. In addition, a second doctor's note will be required when an absence due to illness is longer than 10 days.

Consistent classroom attendance and engagement are among the most critical factors influencing student success. We affirm that the impact of classroom activities on student learning cannot easily be replicated through extra-help sessions or by independent remediation.

Please note that students are required to be marked present for the day in order to participate in any after school activity, including Athletics. If a student is marked absent for four or more periods in a school day, he or she will not be eligible for after school activities.

Withdrawal from School

A student who withdraws from school any time before the end of the academic year must observe the following process:

1. Obtain a withdrawal form from the school office for parents to complete and return.
2. Return all school property, including textbooks, library books, etc.
3. Pay all outstanding fines and tuition.

Academic records will not be released for withdrawn students until all three steps are completed.

Health & Medical Information

General Health & Wellness

- Students should stay home when they are sick.
- Students are encouraged to use appropriate measures to prevent the spread of illness at school and at home.
- The Health Office will notify all school families of widespread or abnormal illnesses in the school.

Physical Examinations

Children entering Grades Pre-School, K, 1, 3, 5, 7, 9, 11 and all new students to the school are required by NYS law to submit a current year Physical Exam at the start of the school year. A physical exam is valid one year from the date of the exam. Physicals must be placed on the required NYS form in order for it to be accepted.

Screenings

SCS provides vision, hearing, and scoliosis screenings (in NYS mandated grades) in October of each school year. This is in order to identify any conditions which may affect your child's ability to learn and/or his or her well-being. The Health Office will send parents a report about any concerns found during a child's screening and send home a referral to see a doctor. If this report leads to a change or corrective measures for your child, please update the Health Office.

Illness/Injury While at School

When students become ill during the school day, they are sent to the nurse by the classroom teacher or staff member. The parent/guardian must pick up an ill or injured child within one hour. At any time, the Health Office may require parents to pick up their children as deemed necessary.

Fever/Illness

Following illness, students must remain fever free, while taking no fever reducing medications, for 24 hours before returning to school.

For your child's well-being and to ensure a healthy school environment, please keep your child home for any of the following:

- Vomiting or diarrhea in the past 24 hours
- Temperature of 100 or higher in the past 24 hours
- Taking medication to reduce a fever within the last 24 hours
- Any unexplained rash
- Symptoms of illness, such as persistent cough, sneezing, or runny nose
- Recent strep throat (must be on antibiotics for at least 24 hours before returning to school)
- Persistent toothache or earache
- One or both eyes are red, itchy, painful, and/or have drainage or crusting

When to Notify the Nurse

A note from the doctor is required for all of the following:

- Any contagious disease, such as Chicken Pox, Mumps, Whooping Cough, Influenza, Strep Throat, Pink Eye, Mononucleosis, etc.
- Illness/injury requiring an excuse from Physical Education for more than one week. Be aware that any time a student is excused from Physical Education, he/she may not participate in recess. If your child has been restricted from Physical Education and recess, he/she will need a doctor's note in order to resume normal or modified activity.
- Emergency care and/or hospitalization for ANY reason, such as surgery, placement of cast, stitches, etc.
- Skin rashes, such as scabies, impetigo, ringworm, molluscum contagiosum, etc.
- Any medical restriction from activity which is longer than 30 days requires an updated note from the doctor.

If your child is diagnosed with a chronic condition, long-term illness, or any medical condition requiring ongoing medical care (such as diabetes, asthma, seizures, heart conditions, allergies, etc.), please contact the Health Office.

Notify the Health Office if your child has or recently had head lice.

A parent note is acceptable to keep a child indoors at recess due to a health issue for up to three days. However, a doctor's note is required for longer than that and must include a diagnosis and duration of restriction.

Casts & Crutches

The Health Office must receive a doctor's note if there is a need for casts, splints, wraps, bandages, crutches, wheelchair, or sutures in school. The doctor must indicate the reason and the length of time for their use. A special "extra time" and Elevator pass will be issued by the nurse if the MD has requested these in writing. Please note that there is no elevator that leads to the third floor. Students not permitted to use the stairs will need special arrangements made for them to attend class. Please notify the nurse and secondary principal prior to your child's return so these arrangements can be made.

Severe Allergies

Parents must notify the Health Office of any student allergies. The Health Office will develop a plan that accommodates the child's needs in the class, cafeteria, during field trips, and other school related events. It is imperative to educate your child regarding the allergens that may bring on a reaction and symptoms should be brought to the attention of the teacher or aide. If it is a food based allergy, parents must remind their child that they may only eat and drink food items sent from home, unless expressly stated in the Food Allergy Agreement.

If your child has an epi-pen, you must speak with the school nurse to discuss medical management. Children with severe food allergies may only consume food brought from home, unless expressly stated in the Food Allergy Agreement.

Students who have provided the nurse with an epi-pen because of allergy concerns should be accompanied by their parents on any field trip. Should the parent be unable to attend the trip, they may complete the form from the nurse that authorizes a parent-designee (whom the parent has trained) to go in their place.

Due to the prevalence of nut allergies, peanut/tree nut products are to be consumed in our school cafeteria and teacher work room only.

Medication

If medication must be taken during the school day, forms are available in the Health Office that must be completed. All medication (including over-the-counter drugs, topical applications, or lozenges) must be accompanied by specific written doctor's orders and written parental consent.

Medication must be in a labeled prescription bottle and secured in the Health Office. School regulations based on New York State Law expressly state that a child is not permitted to bring pills, etc., to school and may not take or receive any kind of medication during school hours outside of that which is given in the nurse's office. Only students with a self-carry order form will be allowed to carry their medication with them.

All diabetic students are regularly tested at snack, lunch, prior to Physical Education and dismissal, and any time the student presents with symptoms of either low or high blood sugar. Testing and administration of insulin (if needed) is to be done at the Health Office unless otherwise noted in their medical management plan. Forms may be obtained from the Health Office for parents and physicians to complete concerning all types of Diabetes Care. It is the responsibility of the parent/guardian to notify their child's transportation company of conditions requiring emergency medication (asthma, severe allergies, diabetes, seizure disorder, etc.).

Yearly Health Survey (Digital)

The Health Survey for each student must be fully completed online by a parent prior to Orientation Day each year. This information is valuable if there is a medical emergency or for any other need requiring release of your child. Children will NOT be released by the Health Office staff to anyone who is not listed.

Please be sure to list four [4] contact people in addition to parent phone numbers. If your child is seriously ill or injured and we are unable to reach the people listed, an ambulance will be called and the student will be transported for emergency room treatment.

Immunizations

SCS must follow the Immunization Requirements set forth by NYS Public Health Law (section 2164) for school attendance.

Herbal Remedies, Dietary Supplements, etc.

Requests for use of herbal remedies, dietary supplements and natural products will not be honored because they are not sanctioned by the FDA. Such products must be administered outside of school.