

PROVIDENCE



child development center

**A part of
Providence Presbyterian Church**

Parent Handbook 2017



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Providence Presbyterian Church Child Development Center Mission Statement

The Providence Presbyterian Church Child Development Center is a community outreach ministry of Christian service through Providence Presbyterian Church. The Child Development Center or CDC mission is twofold:

The primary mission of the CDC is to nurture children emotionally, mentally, physically, socially, and spiritually to give Christ's blessings to them through our efforts. We will strive to lovingly teach through kindness and in a Christian manner so that we may help each child develop character and integrity.

Additionally, the CDC will strive to provide a Christian liaison to young families and to offer itself and Providence Presbyterian Church as a support group in Christ's family. The CDC will assist in fostering families' knowledge of the Presbyterian Church and fostering families' involvement in Providence Presbyterian Church activities in order to encourage participation and membership in Providence Presbyterian Church.

Providence Presbyterian Church will facilitate the operations of the CDC, as necessary, in order that the CDC may accomplish these goals. May we glorify God through our efforts and faith!

Adopted May 2000

Purpose and Goals

The Providence Presbyterian Child Development Center is owned by Providence Presbyterian Church, a member of the Presbyterian Church - USA, a mainline denomination of 2.3 million members. The Center is managed by an advisory board made up of members of the church, church pastor, an on-site director, and a parent liaison who is not a member of the church. As a part of Providence Church, the CDC is covered under the Church's Southern Mutual Church Liability Insurance Policy.

The Center provides quality child care for children, age eight weeks through grade five. Our goal is to foster the development of each child in all areas of his/her life: socially, emotionally, physically, mentally and spiritually.

Parent Concerns

Parent concerns are very important to us. Concerns can be expressed to the directors, pastor, board members, or the parent liaison. A current listing of the Advisory Board will be kept on our website.



Development Program

For Infants and Toddlers

Infants: After first round of immunizations to 9/10 months

Mobile Infants: 9/10 months to 15/16 months

Toddlers: 15/16 months to 24 months

Each class is designed to meet the individual needs of each child while providing for the group's needs and interests. We use the Creative Curriculum for Infants, Mobile Infants and Toddlers. The teachers provide varying activities and experiences for the children focusing on the senses, physical coordination, language development, self-help skills and social skills.

For 2's, 3's, and 4's

We use the Wee-Learn curriculum for the 2's, 3's, and Pre-K 4 classes.

A classroom planned for learning helps the child to develop. Our classrooms invite the children to move around freely and learn by using multi-sensory activities. They learn to solve problems, get along with others, share, be a team player, and grow in confidence and self-respect. A child also learns through play. This is a child's natural way of learning. By using centers, the child is able to choose activities and have hands-on experiences. Equipment and supplies are readily available to the child. Children are also provided activities to promote independence and creativity.

Our daily schedule provides opportunity for both indoor and outdoor play. Activities for the day also alternate between active and quiet periods. The children participate in group activities such as story time, music, body movement, Bible lessons, finger plays, special projects, etc. Every child has a cubby so that they have their own special place at school. Each day our program includes activities that develop concepts in the areas of language, science, social studies, number concepts, and physical education, health, art, music and Christian values.

After-School Program

Our After-School Program serves children in Kindergarten through Grade 5. We pick up children from Pineview Elementary, BC Grammar School #1 and Saluda River Academy for the Arts. Our After-School Program consists of the following:

- During the school year, our program includes a snack, study time, indoor and outdoor activities.
- Special activities and crafts are planned on public school holidays including movies and field trips.
- During the summer, a day camp will include field trips, games, Vacation Bible School, singing, physical activity, crafts, cooking, and many other activities.



Admission Requirements for Children

The following requirements must be met before a child is admitted to the Center:

- Registration application and DSS form 2900 must be completed and signed
- Payment of a yearly \$75.00 materials fee
- Copy of immunization record for all children enrolled in the center including after school children
- Parent Handbook must be read and understood.

Confidentiality Policy

PPCDC ensures families that confidential information about the child and family is protected and we are HIPAA compliant. Confidential information is available to the SC Department of Social Services Child Care Licensing Division and the SC Department of Health and Environmental Control Immunization Compliance Division.

Hours of Operation and Services

The Center is open from 7:00 a.m. to 6:00 p.m. during the year with the following exceptions:

- New Year’s Day (or preceding Friday or following Monday)
- Good Friday
- Memorial Day
- July 4th (or preceding Friday or following Monday)
- Labor Day
- Thanksgiving Day and following Friday
- Two days at Christmas
- Teacher work day(determined each year)

In the event of a local emergency or inclement weather, we will follow any decision **Lexington School District Two** makes concerning start delays, early dismissals, and school closings.

Food Policies

A hot lunch will be provided each day. Menus are posted in the front hall, outside each classroom, and on our website. A snack will be provided in the morning and in the afternoon. Infant formula/milk will be warmed in a crock-pot and not in a microwave.

Children are allowed to bring their own food for personal consumption, provided it contains no peanuts and has not been exposed to peanuts in the manufacturing/packaging process. Cutoff time for arriving with breakfast is 8 a.m.

Due to potentially severe allergic reactions, children are not allowed to share food or bring food to give to other children. The ONLY exception to this will be fresh fruits or vegetables, provided that arrangements have been made beforehand.

Under no circumstances may any food item be brought to the center which contains peanuts or has potentially been exposed to peanuts in the manufacturing/packaging process.



Tuition and Fee Policies

A materials fee of \$75.00 is required when a child enrolls in the program and is due yearly on the anniversary date. This fee goes toward classroom supplies and equipment. Holiday and summer students do not pay this fee.

Weekly tuition fees will be collected each Monday for that week. A late fee of \$10.00 may be added to your account each week if a payment is late. Checks should be made payable to **PPCDC**. Please include your child's first and last name on the check.

Direct Debit is available. Please see the Director if interested. You may choose to pay on the 1st and/or 15th of every month. Should it become necessary to increase tuition, parents will be notified 30 days prior to the planned increase. **A two-week notice is required in writing if it becomes necessary to withdraw your child from the program.**

An end-of-the-year receipt will be given to each family for tax purposes. A child enrolled in any program at Providence Presbyterian CDC is considered to be a permanent student. That status will be maintained as long as the child continues attendance. A period of two weeks of unauthorized and/or unpaid absence will be interpreted as a withdrawal from the program. Reinstatement may be requested upon payment of any unpaid tuition. After four weeks of absence, a registration fee will be required to reenroll. When a vacancy occurs it will be filled from the Center's waiting list. We do not hold spots open for the summertime if they can be filled.

The Center closes at 6:00 p.m. A "late pick-up fee" of \$10.00 is charged if your child is at the Center after 6:00 PM. This fee is paid directly to the teacher who stays with your child.

Returned Checks

An automatic charge of \$30.00 will be made to your account for any returned check. In the event of repeated returned checks, the CDC will only accept cash, cashier's checks, and/or money orders. Personal checks will **NOT** be accepted.

Delinquent Accounts

When tuition is delinquent by two weeks, communication between the Director and parent will take place. If there is a financial problem, we will attempt to work with your family to set up a plan to keep your child in the program. You may be required to set up a Tuition Payment Plan to ensure that tuition is fully paid. If there is no communication between the family and the director, this will result in removal of child (ren) from the CDC and the account turned over to a collection agency.

Vacation

The Center is designed for a certain number of children; therefore, there is no deduction in tuition for daily absenteeism or scheduled holidays. After six months in the Center, a year-round child is eligible for a one-week vacation (child does not attend Center during vacation) with vacation credit covering the tuition for that week. This vacation time is to be taken in a consecutive day period (Monday through Friday) and cannot exceed one week per calendar year. To apply for Vacation, please use the Child Vacation Request Forms found in the CDC Office. Vacation is not available for Holiday or summer students. Vacation credit is not given if an account is delinquent.

Field Trips/Transportation

During the school year, field trips are sometimes planned for the 4K class and the after school classes. The regular tuition does not cover field trips. We will notify you in advance of the cost. Field trip fees will be included in your weekly statement. Children must use the bus seat belts and children less than forty pounds must have a 5 point restraint car seat to use on the bus.



Provisions Concerning Illness

We do our best to keep our rooms as clean and safe as possible, but we also need parents to do their part. **Please do not bring a sick child to Providence.** A teacher has the right to refuse a sick child. If a child becomes ill while at school, he/she will be isolated from the other children. It is essential to the health of all children that he/she be picked up as soon as possible. Please respond immediately if you receive a call that your child is ill. **The CDC has a right to require a Doctor's excuse before allowing the child to come back to the center.**

Questions to Consider When Your Child is Sick:

1. Does your child's illness keep your child from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of childcare. Remember your child is most comfortable at home when he/she is not well. The golden rule also applies here, "Do unto others as you would have them do unto you." You would not want a sick child infecting your child. Please do not infect others.

When Not to Bring Your Child

Do not bring your child if any of these exist:

- Communicable or contagious disease **including flu**
- Sore throat or swollen glands accompanied by fever
- Undiagnosed rash or skin eruptions
- Earache accompanied by fever, especially if nasal drainage is present
- Undiagnosed red eyes or drainage from eyes
- Fever, 101 degrees or above, occurring within past 24 hours (Taken under the tongue—100 under the arm)
- Vomiting within the past 24 hours
- Diarrhea (loose, runny stools) four or more times in the past 24 hours
- Untreated head lice

Common Childhood Illnesses

The following is a list of the most common childhood illnesses and their contagious periods. Please do not bring your child to Providence during this time.

Strep Throat - Must be on antibiotics and fever free for 24 hours.

Chicken Pox - All scabs dried in appearance. No draining or newly formed blisters.

Conjunctivitis (Pinkeye) - Very contagious: Children who have fever, severe eye pain, purulent drainage are excluded.

Impetigo - a child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing or can be covered completely with a watertight bandage.

Ear Infection - It is not contagious, but the congestion that started the infection could be.

Medication Administration and Errors

No medicine will be administered to reduce fever. Staff persons give no medication unless they have written instructions signed by the parent. If there is an error in administering medication, the staff will report this to the parents in writing on the day the error occurred.

Emergency Medical Procedures

While accidents are rare, if one does occur we immediately notify the parent. If we cannot reach you and your child has a serious medical condition, the child will be taken by an ambulance to the Lexington County Hospital or Appropriate Medical Center as warranted by the injury. We will continue our attempts to reach you. It is very important that you keep us informed of all changes in phone numbers and addresses.

If parents or emergency contacts are not available, the child will be accompanied to the Hospital by a teacher or director with appropriate records.

Parent Cooperation

As parents, you have entrusted the Providence Presbyterian Child Development Center with your child, and we will work to provide a loving, safe and nurturing atmosphere for him/her. To assist us in providing quality care, we request that you work with us in the ways outlined below:

Arrivals, Departures and Release of Children

Parents/Guardians always have free and full access to their children without prior notice, unless there is a court order limiting parental access. In the event of a court order, the Center will follow the courts instructions. The custodial parent will be contacted for any questions or concerns, or changes and/or access requests by the non-custodial parent. Children will not be released to the non-custodial parent in any manner not outlined in the court order, unless specifically instructed to by the custodial parent.

If a parent/guardian arrives to pick up a child and is believed to be intoxicated /impaired, the center will not release the child into that person's care. Every effort will be made to contact the next responsible party to come and accept turnover of the child, but if that person cannot be reached, or if the impaired parent becomes agitated or belligerent, local law enforcement will be called to assess the situation.

While the Center is open, all outside doors are locked. The CDC will issue a card to each family to gain access through the keyless entry at the front and side doors. Additional cards are \$10 and fobs are \$15—a maximum of 2 devices will be issued per family. A doorbell is available for persons without keys.

Parents must walk their child to the classroom and leave him/her with a staff member. DO NOT leave your child in a room without ensuring a staff member knows they have arrived! Someone will always be there to receive your child. **Please be considerate of sleeping children when dropping off or picking up your child during naptime.**

On entry and departure, you **MUST** check your child in or out as part of our tracking procedures. The attendance computer is stationed in front of the CDC Office. Children will be released only to those persons listed on the application form. Exceptions will be made only if a Director has been notified in advance. Picture ID will be required of anyone unknown to the CDC staff. If your child is on the playground when you come, make sure the teacher knows your child is leaving. If your child is going to be late to the center, please call and let us know so that we can make sure that they are included in the lunch count.

Absenteeism

If your child is going to be absent, you are expected to notify the Center at 796-0492. Please inform of us of any pre-planned absences so that the teachers will know.

Birthdays

Birthdays are very special times. Should you wish to have a special snack provided for your child's class, please see the office staff for arrangements? We do not allow outside food, other than fresh fruits and vegetables, to be shared with classmates. For a small fee, the CDC kitchen will provide peanut free food for the occasion.

Clothing

Every child needs at least one change of clothing including underclothes, shoes and socks in case of accidents. Extra clothing, such as sweaters, jackets, mittens, hats, etc. should be clearly marked with your child's name to prevent any mix-up in ownership. Please send coats and jackets in the fall, winter and spring. Even if it is going to warm up in the afternoon, it can be chilly in the morning. Children wearing diapers and pull-ups must have an adequate supply available at the CDC. If a child's diaper or pull-up supply runs out, the CDC will supply diapers or pull-ups and a charge for each diaper or pull-up will be placed on the child's account.

Outdoor Play Policy

Child care laws state that children should go outdoors every day, if the weather permits. Section 114-503 B

Children need physical activity and outdoor exposure each day. PPCDC is implementing the same policy as Lexington School District 2 that if the temperature outside is such that the wind chill is 40 degrees or below, or the heat index is 96 degrees or above, or the air quality is considered as “dangerous”, the children will not go outside. Indoor activities will be planned that allow the children the opportunity for physical movement. A child must be able to participate comfortably in all usual program activities, including outdoor play time. If your child is not well enough for outdoor activities following an illness, it is highly recommended that your child stay home until they are completely well. The CDC cannot provide additional indoor supervision for individual children.

Parents should dress children according to the weather. It is always a good idea to dress your child in several thin layers in case the weather changes. Each child should have a light jacket during warmer seasons and a coat during cooler seasons, as well as whatever else is appropriate for that particular season’s weather including but not limited to scarf, gloves/mittens, earmuffs, winter-appropriate headwear, sunscreen, etc. All clothing should be clearly labeled with your child’s name.

Quiet Time

All children except Infants, Mobile Infants, and After Schoolers are required to rest after lunch. Mats are used and are available through the CDC, with the cost added to your account. Blankets, pillows and fitted covers are provided by the parents. The CDC strongly recommends the purchase of specially fitted covers for the mats since DSS does not allow worn or torn mats. All bedding is sent home on Fridays to be washed.

Parent Involvement

- Field Trips - Sometimes we need extra drivers or chaperones when we go on trips. Let the teacher know if you have certain days you are available.
- Display papers and discuss the day.
- Volunteer in the classroom - Some of the special activities we do require an “extra set of hands”.
- Share your job with us - Maybe we could see where you work or you could bring your things to us.
- Help with a fundraiser.
- Help on a workday

Messages

Please write any message you want your child to bring to the teacher. Do not expect your child to remember to tell the teacher.

Things from Home

As a general rule, children should not bring any toys from home. They may bring books or records to share with the teacher’s permission. The exception is for designated “Show & Tell” days or items pertaining to the curriculum. The center will not be responsible for items brought from home. If you have questions about an item, consult your child’s teacher.

Discipline Philosophy

To provide love, guidance and an environment so that each child develops self-discipline and is able to function in an acceptable manner, cooperating with his peers and adults.

Methods of discipline will be those advocated by principles of child development research and in accordance with the child’s temperament and home background.

It is the policy and practice of PPCDC to provide a safe, structured, developmentally appropriate environment. PPCDC expects all students to live in harmony with one another and their environment. Teachers practice hands-off discipline and treat all

children with dignity and respect. Redirection, modeling, anticipation and setting clear limits are techniques used within classrooms. No physical punishment or demeaning discipline practices will be used. Parental support is a must. No technique will be successful without parental support and consistency. Teachers, recognizing a critical teachable moment, will take the opportunity to facilitate the learning of social skills. Once taught, students will be guided to practice these skills in everyday interactions.

A. Behavior Expectations

Children are expected to:

1. Listen to and follow directions
2. Get help or attention by asking
3. Rest without distracting others
4. Move quietly through the center
5. Take care of property
6. Interact without hurting or bullying others through words or actions

B. Consequences

1. If a child chooses not to meet these expectations, classroom consequences as designated by the teacher may include:

Warning

Time out

Loss of privilege

Visit to PPCDC office

2. After the second (2nd) visit to the director's office within six months the following will occur:

1. Detention within the center (i.e. PPCDC office, different classroom)
2. Parent/administrator conference with recommendation of outside consultation or counseling when necessary
3. Student removed from center for one day or student removed from center until outside counseling is obtained and student behavior improves.

Upon returning to PPCDC students will be subject to the same disciplinary actions as other children; however if procedures are followed all the way through the PPCDC office a second time the child may be permanently removed from the center. Any severe incident such as: hitting, biting, fighting, threatening, bullying, use of inappropriate language, disrespect for others or violent actions of any sort or repeated defiance of these expectations will result in

temporary or permanent removal from PPCDC at the discretion of the director and the PPCDC Board. Inappropriate or disruptive behavior will be handled by removing the child from the situation, using temporary limitations on particular activities, or imposing logical consequences. As appropriate for the age, the teachers will conference with the child. Corporal punishment is not used.

Extreme disrespectful and destructive behaviors will be documented. If the behavior does not show improvement, the Director may decide to temporarily suspend a child from day care until the board or executive committee can make a final decision.



Ages and Stages Assessments

Quality Childcare starts with a loving, caring program that has a curriculum that makes sure children develop as they should and also has a way to check each child's progress. Providence Presbyterian Child Development Center uses the Ages and Stages Assessment Program that is administered by the teachers on a regular basis. If one of our teacher administered assessments falls in the bottom quartile, we then ask our parents to administer the same assessment. If both assessments are consistent, we suggest our parents contact Baby Net or their pediatrician for further evaluation.

Employment

Quality childcare begins with a strong faculty. All of our staff undergoes a SLED/FBI Fingerprint Screening, An abuse and neglect check conducted by the South Carolina Department of Social Services and must meet training requirements as specified by SCDSS.



Bad Weather—Disasters, Evacuation Plan

In the event of bad weather, Providence Presbyterian Child Development Center follows the same start delays, early dismissals, and school closings as Lexington School District Two. For instance, if Lexington School District Two calls for a two-hour start delay, we will open at 9 am rather than 7 am.

In the event of any time or schedule change we will make the announcement through WIS TV Channel 10 and through **remind**. To sign up for text announcements, text @cdcalerts to 81010. To sign up for email alerts, send an email to cdcalerts@mail.remind.com

If Lexington School District Two is not in session or there is an event that only affects our Child Development Center, we will attempt to contact all our families through reMind and make the announcement through WIS TV Channel 10.

In the unlikely event that we need to move our children from the church site, our plan is to move to Presbyterian Home at 700 DeVega Drive, Lexington, SC. DeVega is a frontage road for I-20 at its intersection with Highway 378. We will contact as many parents as possible by remind and make an announcement on WIS Channel 10. Parents would pick up their children from this location.



Comments, Questions, Concerns?

Please share with the directors or teachers any ideas or suggestions that you think would enhance our program. If you prefer, you could write them on a sheet of paper and place it in the payment box in front of the CDC office. You may also contact the CDC Ministry Board Parent Liaison.

We continually strive to provide the best possible care for your child and family while at Providence Presbyterian Child Development Center. We thank you for entrusting your children to us.

