

Pelham Road Baptist Church
Child Development Center

1108 Pelham Road
P.O. Box 25818
Greenville, SC 29616
(864) 288-7674



2010 -2011

Parent Handbook

Welcome to your family's place on Pelham!

We are excited about being a special part of your child's life and are dedicated to the mental, physical, emotional/social and spiritual development of each child. Our prayer for your child is that they grow as Jesus grew; he "increased in wisdom and stature and in favor with God and man." (Luke 2:52)

Mission:

The mission of the Child Development Center is to provide quality early childhood education to children ages 6 weeks to 5th grade in a Christ-centered environment.

Educational Philosophy:

All children are uniquely and wonderfully made. They all do not learn the same way, and their individual growth and development is a process, not an event. The learning process must be consistent with the individual child's God-given abilities and talents. By using "interest areas" (blocks, home living, literacy, art, science, math, and toys) children are encouraged in a concrete and developmentally appropriate way to explore the world.

General Information

Curriculum: A new curriculum has been chosen for the Center – *The Creative Curriculum* and all staff will receive training throughout the year for implementation of this curriculum from the infants through the K4 classes. This is a curriculum which is used nationally by Head Start and many other quality centers. It focuses on learning through constructive, hands-on play. Each classroom is divided into interest areas such as art, blocks, toys, music, home living, science, literacy, and math. Our curriculum incorporates learning through the interest areas of the room, enabling our teachers to encourage your child's growth and development. We will be supplementing *The Creative Curriculum* with Bible stories and relevant or seasonal material. Our teachers take seriously their responsibilities to choose age appropriate activities to balance their classroom's individual and group needs.

Schedule: Each classroom has its own posted schedule with planned activities carefully selected to meet the needs of all the children in the room. Please be sensitive to the schedule for your child's classroom and whenever possible, plan arrival and departure times that do not conflict with the classroom activities. Your child should arrive ahead of time in order to participate fully in the daily program and mealtimes.

Center Credentials: The Child Development Center is a **Registered Facility** with the South Carolina Department of Social Services. We are in compliance with all provisions of the Code Laws of South Carolina and the regulations applicable for a church childcare facility. The registration is renewed every two years, which includes inspections by the Fire Marshal and DHEC. We are up for renewal December 2010. A licensing specialist from DSS also inspects us on a regular basis.

Our teacher ratio is higher than the State standard. All teachers have a minimum of a high school diploma and some have college credits or degrees. All teachers are encouraged to take early childhood education courses at Greenville Tech in order to improve their knowledge of child development and developmentally appropriate activities and materials. All teachers are required to have 15 hours of continuing education.

The CDC director is a full-time administrator who oversees the daily operations of the CDC and supervises all staff to ensure the well-being of the children. It is the director's responsibility to uphold recommendations and regulations of the State and to implement age-appropriate curriculum for the children.

Child Development Center Committee: A committee composed of Pelham Road Baptist Church members elected by the church works with our director to develop policies for the Child Development Center. This committee also reviews the financial status of the CDC on a monthly basis. The committee meetings are held on the first Wednesday of each month.

Admissions: We accept children without regard to race, sex, or religious beliefs. Children are admitted on a first-come basis. Siblings of currently enrolled children and members of Pelham Road Baptist Church are given priority. A “Request for Enrollment” is completed when a parent tours the facility. If space is not available, children are placed on a waiting list. You will be notified as openings occur. You may be called periodically to see if you’re interested in remaining on the waiting list. If our call is not returned after the second message, your request for enrollment will be removed from our file.

Upon enrollment acceptance, a \$75.00 annual, non-refundable registration fee with a completed and signed application including a medical release and financial agreement is required.

Immunizations: The South Carolina Certificate of Immunization must be submitted within 30 days of enrollment. This form can be obtained from your child’s pediatrician or the Health Department (ask for the Daycare form). You must request a new, updated form each time your child receives immunizations. We will periodically send out reminders if your child’s record needs to be updated.

Tuition: Payment is due prior to childcare services (Monday of the current week). Rates are subject to adjustment as determined by the CDC Committee. A \$5.00 deduction per child for the second (and each subsequent) child will be given to families with more than one child attending our center. Tuition rates are not adjusted for holidays or in-service days. No refunds will be given due to absence. Because our program is non-profit, we depend on regularly collected tuition fees to keep us in operation. Thank you for making payment a priority.

	Tuition
Infants – 2 years-old	\$142 /week
K3 – K4	\$137/week
Part Day K3/K4	\$60 (7:00-12) \$92 (7:00-2:30)
After-School	\$64 (5 days) \$39 (3 days)
Summer Program	\$130 (K5-5 th Grade)
Summer Program Activity Fee	\$130
CDC Registration	\$75
After-School Registration	\$25

Tuition Express: An automatic withdrawal (draft) from your checking or savings account. Deductions are taken out every Monday for childcare expenses.

Delinquent Tuition: When payment for a child is two weeks past due, the child WILL BE removed from our enrollment and not allowed to return until arrangements have been made with the CDC director. If a child is removed from enrollment, they may re-enroll upon payment of outstanding fees.

Receipts: We are happy to provide tuition receipts for your records or for Flex Spending Accounts at your work. If you need a receipt, please make a written request to the director (email is acceptable- susan@pelhamroad.org) If you are a Tuition Express customer, receipts are available by email when you register at www.tuitionexpress.com.

Records Update: Please remember to keep the administrative staff informed of changes in home, work or emergency phone numbers and/or contact persons. The CDEC staff must be able to reach parents or guardians in the event of an emergency. You will also be required to complete new registration paperwork each year, usually late spring/early summer.

Termination of Enrollment: Parents may terminate a child's enrollment by giving two weeks' notice in writing to the CDC director. This allows the center time to fill the vacancy. Failure to give this advance notice will result in an additional week's tuition charge. The Center reserves the right to terminate a child's enrollment with written notice.

School Safety

Arrival and Departure: Operating hours for the CDC are 7:00 AM to 6:00 PM, Monday through Friday. A late fee of \$1.00 per child, per minute will be assessed if the children are picked up later than 6:00 PM. This fee can be paid immediately or the next morning. You will be notified in writing if the fee is incurred.

Under no circumstances should any child, **regardless of their age**, enter the building without an adult. Upon arrival, the adult must place the child under direct supervision of a staff member. The adult must sign them in on the classroom sign-in/out sheet. When returning to take your child home, please also make certain a staff member is aware of your presence and that you must sign your child out on the sign-in/out sheet. These practices are of special concern when children are on the playground.

Pick-up Procedure: All persons authorized to pick-up children should have a copy of their driver's license on file in the classroom. If persons other than the parents plan to pick-up children, written consent must be given to the teacher. A valid driver's license will be required for identification. Please ask the pick-up person to be prepared to show their picture ID.

Parking Lot Practices: Our entrance and exit are designed for one-way traffic only. Please use the upper driveway when entering the property and the lower driveway (past the playgrounds next to the fire station) when exiting. The exit has space for a left-turning and right-turning lane. We request that you do not use the "circle area" for dropping off and picking up your child(ren). This is a fire lane for the buildings. Please park your car in the spaces provided in the lot. **REMEMBER TO KEEP YOUR SPEED TO 5 MPH OR LESS.**

Fire Drills: Fire Drills are conducted at least once a month. Your child may be frightened by the alarm or sudden activity. Please talk about this with your child at home.

Child Protection Act of 1977: This Act requires any staff member to report all suspected incidents of child abuse and/or neglect to the Greenville County Department of Social Services.

Discipline Policy: Teaching, directing and redirecting is our form of discipline. It is our goal that Christian love is at the heart of this teaching and we aim to build self-discipline, responsibility, and respect for others. It is important that children learn self-control and good citizenship from the earliest age. Teachers will encourage positive behavior by using these methods:

- Consistent, clear rules
- Acknowledging positive behavior
- Giving children choices when possible
- Using logical consequences when appropriate
- Redirecting the child to a different activity
- Removing the child from the group or situation if they cannot control themselves (“Time-Out”). The standard guideline for time-out is one minute per year of age.
- Expectations of good behavior

UNDER NO CIRCUMSTANCE IS CORPORAL OR PHYSICAL PUNISHMENT TO BE USED IN OUR CENTER BY TEACHERS OR PARENTS.

Should a serious behavioral problem arise, your child’s teacher may request a conference so that you can work together in order to give consistent attention to the problem. Every effort will be made to reach a satisfactory solution.

Emergency Evacuation Plan: In the event of an emergency, where we could not remain in the building, all of our children and staff will be relocated to Pelham Road Elementary School.

Clothing and Personal Items

What to wear: Please dress your child in comfortable clothing appropriate for activities such as outdoor play and art. WE PLAY DIRTY! The center is not responsible for items that get dirty due to regular daily activities. We also recommend that children wear socks and tennis shoes to reduce the risk of injury. Open-toes shoes (such as sandals) are not functional for the children’s playground activities. **Flip flops are not allowed at the Center.**

Children play outside daily, except in rainy, extremely hot or very cold weather. Please send sweaters, coats, jackets, hats, gloves and/or mittens as well as sunscreen and hats for outdoor play. Please label the sunscreen with your child’s name and fill out a medicine form in the classroom.

ALL CLOTHING ITEMS SHOULD BE LABELED WITH YOUR CHILD’S *FIRST AND LAST NAME.*

What to bring: All personal items (including child’s clothing, lunch items, blanket, “lovey”, outerwear, specials, etc.) should include their first and last name. The CDC is not responsible for lost, damaged or stolen items. Please restrict the bringing of personal toys to show-and-tell days only (K3 & K4). Even Show-and-Tell items should be labeled with your child’s name. Encourage your child to leave a personal toy in your car, or put it in their bag in the hall immediately upon arrival.

Small toys, coins, balloons, or jewelry are a choking hazard for a young child and **should NOT** be brought to the Center. Toys that promote aggressive behavior such as guns, knives,

wrestling gear, and soldiers/action figures are **not allowed** in the Center. Please do not bring game boys or other hand-held devices to the Center (Infant – K4).

Items needed daily:

- Pacifier, “lovey”, special, and blanket for napping *
- Nap Mats are required for Room 103 (if child is 1 year-old) and for K4+
- Extra clothes – appropriate for the season. Please send 2 or more outfits when teething or toilet learning ≈
- A sippy cup for each snack, lunch, and extra for water during the day (3-4 sippy cups/day)
- Bottles with caps*, food/cereal or daily lunch as needed
- Diapers, training pants, wipes, ointment

*may remain at the center and stored in child’s cubby, blankets go home Friday for washing

+parents may purchase their own mats or may pay the Center \$13.00 for the purchase of a mat – Room 103 will be using crib mattresses until all children can be supplied with a nap mat

≈soiled training pants or clothes may not be washed out at the Center in order to prevent the spread of germs. The soiled items will be placed in a plastic bag and put in the child’s bag in the hall to be sent home.

•we cannot rinse or wash bottles, bowls and utensils or sippy cups and re-use them. Please carefully review our “Lunch and Snacks” as well as our “Bottle and Sippy Cup” policies.

Lunches and Snacks

The CDC will provide morning and afternoon snack for all children. Because our kitchen is in a separate building, we are unable to provide daily lunches. We do, however, have the ability to heat and/or refrigerate whatever you send. We **request** that you **do not send** carbonated drinks, candy or chewing gum. These items are cause problems. **Please label lunch box and all contents with your child’s name.**

Lunch is provided for all ages eating table food on Mondays and Fridays. We serve nutritious, child-favored food for 18 months-old through K4 children. All menus are subject to change based on availability. The cost of lunches on Monday and Friday is included in your weekly tuition.

Lunch must be brought from home on Tuesday, Wednesday, and Thursday. If you do not send a lunch with your child, it will be provided and a \$5.00 charge will be added to your tuition for that week.

Please be aware of the scheduled lunch and snack-times in your child’s classroom. Your child should arrive before these times in order to participate in our mealtimes and keep their classmates and teacher on schedule for the balance of the day.

Because preparing lunches for many children is time-consuming, we have adopted the following:

- Maximum cook-time for heat-ups is two (2) minutes (This includes “TV”/frozen dinners)

- Meals are to be sent in microwave-proof containers, ready for heating
- All food is to be cut or prepared and ready-to-eat (including *Lunchables*)

For young 2's and younger, **PLEASE DO NOT SEND:**

- Whole grapes (OK if cut in half)
- Whole hot dogs (OK if each piece is cut in quarters)
- Nuts
- Popcorn
- Thickly-spread peanut butter
- Strawberries
- Oranges, citrus fruit, mandarin oranges

We provide apple juice, milk and water for those children no longer needing formula. You do not need to send a beverage unless allergic or on a special diet. We also provide plates, cups, and spoons. You will need to supply enough spill-proof sippy cups for your child each day (one for morning snack, one for afternoon snack, one for lunch, and an extra for water during the day – 4 sippy cups).

Parties: Birthdays are an important event in a young child's life and we look forward to celebrating with your child. You are welcome to bring food for the class to share. Please coordinate your plans with the classroom teacher and to check for allergies before making plans. This is necessary so the teachers can notify parents of a change in the routine. If invitations are sent for a party away from the center, please include all the children in the class. This will alleviate hurt feelings.

Bottle and Sip-Cup Policy

Due to health department regulations, a clean (sanitized) sippy-cup or bottle must be used for each meal or snack. In order to be in compliance, the following is our procedure:

- Infants – Send a clean, sanitized bottle or sippy-cup for every meal or snack.
- Toddlers – Send **at least** three (3) clean sippy-cups plus the one they are drinking from in the morning. We will use the first one for morning snack. We will use the other three for lunch, afternoon snack, and extra water.
- **If no sippy-cup is provided, your child will drink from a small plastic cup.**
- All other rooms (Older 2's through K-4) will use small cups for all meals and snacks. If you send a sippy-cup in the morning, we can only use it for morning snack. We will then rinse it and put it in the child's bag.

Holidays and In-Service Days

The CDC will be closed on the following days:

Labor Day (Monday, Sept. 6, 2010)
 Thanksgiving (Thursday & Friday, Nov. 25 & 26, 2010)
 Christmas (Thursday & Friday, Dec. 23 & 24, 2010)
 New Year's Day (Friday, Dec. 31, 2010)
 Good Friday (Friday, Apr. 22, 2011)

Memorial Day (Monday, May 30, 2011)
Independence Day (Monday, July 4, 2011)
Last Thursday & Friday before our school year begins*

Notices for all holiday and in-service closings are posted in advance.

*During our teacher "in-service" days, the staff attends training as a group where they are trained in CPR/First Aid, Curriculum Development, Classroom Management, and various other required elements of working in childcare. This also allows our teachers to be well prepared for the new school year. This is an excellent opportunity enabling teachers to grow spiritually as well as bond with each other in a team environment. It is a tremendous benefit to your children as well as our staff.

Vacation

Once a child has been enrolled in the program for 3 months, they are entitled to five (5) vacation/ free days in each calendar year. These days may be taken one at a time or altogether. Please remember, your child must be out of the center in order for you to use a free day. Please notify the director when using free days. Without notification, payment is expected. If you are taking the summer off from the Center you must pay the Fall Registration Fee before leaving for the summer in order to hold a spot for your child(ren) in next year's class.

Inclement Weather Policy

In the event of severe weather, these guidelines are used to determine the daily operating schedule:

- If Greenville County Schools are delayed, we will open at the same time they open
- If Greenville County Schools are closed, we will open no earlier than 10:00 AM. We will determine the need to close all day based on whether there is enough staff available to operate.
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This information will be communicated by Channel 4 or by the website – www.thecarolinachannel.com

Should it be necessary to close the CDC after the children have arrived, parents will be contacted. A staff member will remain with the children until all children have been picked up. A message will be placed on the CDC voicemail.

Parental Involvement

There are many ways in which you can be involved in our Center. You have the opportunity to go on field trips, help out with parties, be a class parent, participate in Center workdays, participate with Book Drives/Sales, and donate toys or other items for special projects. There are many occasions that require volunteer labor/time for playground or building maintenance, staff appreciation activities, or special events. It is important that you become involved in your

child's childcare experience. It helps you to build a relationship with teachers and other parents. These relationships are invaluable to our program.

Sickness Policy

Because sick children require special attention, we are unable to give them the care they need. We will NOT accommodate sick children at the Center in order to keep our healthy children and staff healthy! We appreciate your cooperation by finding alternative care for them during times of sickness as soon as possible. They may return 24 hours AFTER symptoms are gone or with a doctor's note stating they are not contagious.

PLEASE NOTIFY THE CENTER IMMEDIATELY, if your child has been diagnosed with a communicable disease, such as chicken pox, pink eye, thrush, Fifth's disease, etc.. We have a responsibility to share this information with other parents and teachers in the center. Additional sanitizing is usually required. Your child may return when they are no longer contagious.

Sick Child Pick-Up: A parent or authorized person will be called to pick up your child from the Center within an hour if any one or more of the following symptoms are present:

Rashes: If our staff notices an unusual rash on the child, you will be notified. If this cannot be explained, you will be asked to come and pick up your child within an hour. They may return with a doctor's note stating they are not contagious.

Colds: The Center understands that a child will have runny noses and coughs. If a child comes to the Center with a cold, he/she should be able to follow the daily routine, including playground time. If we feel he/she is not able to participate in daily activities, parents will be notified to pick up child.

Nose running green and thick, heavy congestion, heavy cough: The Center will call the parent and the child must be picked up. Your child may return to school with a doctor's note stating that he/she is not contagious.

Fever: If your child has a fever of 101 or higher, they should be picked up immediately. The child may return when their temperature has been normal for 24 hours without the aid of medication, i.e. Motrin or Tylenol, or if you have a doctor's note stating the fever is caused by an ear infection or teething. Children with non-contagious illnesses may still not feel well and should remain at home if this is an option for you.

Ring worm infection: Child must remain out of school for 24 hours after initial treatment prescribed by a physician and may return with a doctor's note stating he/she is not contagious.

Diarrhea: If your child has three loose bowel movements or one that comes out of the diaper you will be called to pick him/her up. She/he may return to the Center 24 hours after diarrhea has subsided and the child has returned to normal eating habits.

Vomiting: If your child vomits at the Center, you will be called to pick him/her up. They may return 24 hours after vomiting has subsided and the child has returned to normal eating habits.

Our policy regarding diarrhea and vomiting is strict because infection is spread so quickly to other children and staff. We try to be reasonable regarding antibiotics and teething.

Children who cannot play outside for whatever reason should remain at home until they are able. We have no one to care for them inside.

Parents are asked to notify the teacher of any situation that may affect your child's behavior. Guests, travel, family issues and undue stress are generally things that upset children. We cannot help them if we are not aware of the changes at home.

Please let your child's teacher know in advance if you're not planning on bringing your child. This is helpful in scheduling teacher resources and their classroom's daily schedule.

Medication: Should your child require medication while here at the Center, medicine forms must be filled out and signed. You will find these in your child's classroom or in the office. We must have written consent in order to administer medication whether it is over-the-counter or prescription. These forms must also be filled out for diaper rash cream, sunscreen, and any Tylenol or Motrin. These policies comply with DSS regulations.

The following is a list of guidelines we must follow to give medication:

- The medicine form dosage must match the label
- The medicine bottle must have your child's name printed on the label if it is a prescribed medicine (Siblings cannot share medication unless both names are on the bottle)
- We will not administer expired medication
- Non-prescription medications must have your child's weight and age on the dosage label. If it reads, "Consult a physician," we will require a doctor's note stating the child's name and dosage.

All medication will be kept in a locked bag in the classroom and must be picked up at the end of each day. If it is not picked up it will be turned into the office for safe keeping. You may pick it up there the next day.

Emergency Care

In case of an accidental injury, we will make every effort to reach you. If we cannot contact you, we will telephone the emergency contact person listed on the emergency information form that you completed upon registering your child. If we cannot reach you through the contact person, we will call paramedics or an ambulance as appropriate. Your child will be transported to the hospital that you specified in your child's application by emergency medical personnel.

Until arrival of a parent, the physician, an ambulance/paramedic, or CDC personnel will be responsible for making all decisions concerning the care of your child. You will be expected to assume responsibility for any expenses involved in the above situations. The CDC will maintain signed parent consent forms, which agree with this policy.

Rest/Nap Time

It is required that all children in our care for more than four hours have a mid-day nap or rest. Each child will be provided with his/her own mat, cot, or crib. Parents in the 4K classrooms are

asked to purchase mats. Children may bring a small comforting doll or animal, lovey, special, blanket, or pacifier to be used at naptime. Please take your child's blankets and stuffed toys home on Friday to be laundered.

Transition Process

The Center will make transitions into the program as smooth as possible. Parents and children should visit classes to familiarize themselves with the setting, introduce new surroundings and ease the child's separation from the parents. Parents may call the Center at any time to check on their child.

Parent Surveys

Parent surveys are sent home periodically to obtain formal feedback about continuous improvements and parent satisfaction.

Child's Progress

Newsletters, parent memos, daily reports and personal contact from staff will keep you informed about your child's progress. Be sure to check your child's bag for information. Bulletin boards display news and memos for parents. Parent meetings will be held during the school year on new policies, program changes and future needs. Parents may make suggestions to the CDC Director. Parents are welcome at any time to observe or volunteer in the program.

Teachers and families work together positively and communicate any discipline problems, issues or concerns regarding the child.

Photos/Video Taping

The CDC asks permission to take pictures of your child(ren) for purposes of advertising, documentation, and training. No photos or video will be placed on the internet without specific approval of the parent.

After School, Summer Program, Holiday/Teacher Workday Drop-In Program

We provide **After-School** care from 2:30 to 6:00 PM for children Kindergarten through 5th Grade Monday through Friday. A registration form and current immunization form are required with the \$25.00 registration fee. We do offer a 5-day and a 3-day option for After-School Care.

We currently pick-up from the following elementary schools: Pelham Road, Mitchell Road, Brushy Creek, Buena Vista, and the French School. If your child's school is not listed, please

ask. We may be able to make an arrangement. **Please call the CDC before 1:00 PM if we DO NOT need to pick-up your child at school that day.**

The children will come to the Family Life Center and have an afternoon snack and some game time. Then the children will be broken into study tables – older and younger children together for mentoring – to do homework. Once homework is completed all children will be involved in outside time, enrichment programs, or sports. Outside time is scheduled daily, weather permitting.

Our **Summer Program** is made up of weekly themes, field trips, and special activities for rising Kindergarten through 5th grade children. The program is Monday through Friday from 7:00 AM until 6:00 PM. All children attending the Summer Program will be included in Vacation Bible School held at Pelham Road Baptist Church. A registration form and current immunization record form are required before beginning the Program. The information about the Summer Program is published in late April each year. There is a one-time Activity Fee charged at the beginning of the summer for the cost of the field trips in addition to the weekly tuition fee.

The CDC also provides a **holiday/teacher workday drop-in program** for children in Kindergarten through 5th Grade from 7:00 AM until 6:00 PM. This program will follow the CDC holiday schedule as stated in this Handbook. A registration form and current immunization form are required for each child before they can attend. The rate is \$30.00 per day. **The CDC does not provide Sick Child care.**

Pelham Road Baptist Church Child Development Center
2010-2011 Parental Agreement

Please complete this form after reading the Parent Handbook. Please return it to the CDC office so that we can keep it in your child's file. Thank you.

We understand that this Child Development Center is directly related to Pelham Road Baptist Church and upholds the same standards and principles.

I have read and agree to comply with the policies of Pelham Road Baptist Church Child Development Center as stated in the Parent Handbook including those regarding registration, payment of tuition, late payment fees, withdrawal notice, late pick-up fees, and discipline.

We give permission for our child to take part in all CDC activities, including sports and CDC sponsored trips away from the premises. (Children under the age of three do not leave the Center for field trips. You will always be notified of field trips involving all children currently enrolled in the Center.)

I am aware of the scheduled holidays.

I understand every effort will be made to contact me in the event of illness or injury, however, should injury or illness occur while my child is in the care of Pelham Road Baptist Church Child Development Center, I give permission for them to obtain necessary emergency medical treatment.

I agree _____ do not agree _____ for my child to be photographed.

I have read, understand, and will comply with all policies listed in the PRBC-CDC Parent Handbook.

Child's/Children's Name(s)

Parent Signature: _____

Mother or Legal Guardian

AND/OR

Parent Signature: _____

Father or Legal Guardian

Date: _____