



2011 -2012

## Parent Handbook

### Welcome to your family's place on Pelham Road!

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 5<sup>th</sup> 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:** *The Creative Curriculum* is implemented in each classroom from infants through K4 classes. This is a curriculum used by many 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 each child's growth and development. For infants we provide opportunities for practicing the next developmental milestone. 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 and 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. Please respect naptime and try to schedule appointments and drop-off and pick-up at a different time.

**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 after inspections by the Fire Marshal and DHEC. Our Center was last evaluated in December 2010. A licensing specialist from DSS also inspects us on a regular basis during each school year.

Our teacher ratio is in compliance with 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 Department of Social Services approved continuing education each year.

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 comprised of Pelham Road Baptist Church members elected by the church and two non-church members, who are CDC parents, work with our director to develop policies for the Child Development Center. This committee also reviews the financial status of the CDC. The committee meetings are scheduled for the first Wednesday of each month at 6:15 in the Resource Room.

**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 annual, non-refundable registration fee with a completed and signed application including a medical release and Tuition Express form 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 (Tuition Express is charged each week on Friday for the following week). Rates are subject to adjustment as determined by the CDC Committee. A \$5 deduction per child for the second (and each subsequent) child will be given to families with more than one child attending the center. Tuition rates are not adjusted for holidays, inclement weather, weather delays, 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. All families must use Tuition Express.

### Tuition

Infants – 2 years-old	\$142 /week
K3 – K4	\$137/week
Part Time K3/K4	\$92/week (7:00-2:30 daily) This is for any child attending any number of days per week for any part of the day up until 2:30 – All children are billed for five days whether they use them or not. Part-time care only refers to care from 7:00 until 2:30 and is only available for K3 & K4.
After-School	\$70 (4 - 5 days)/week  \$39 (3 days or less)/week
After-School Activity Fee	\$20 per month billed at the beginning of each month
Summer Program	\$135 (K5-5 <sup>th</sup> Grade) - 4 or 5 days/week – Full-time \$105 (K5-5 <sup>th</sup> Grade) - 3 days or less/week – Part-time
Summer Program Activity Fee	\$180 (Full-time one-time fee) \$ 90 (Part-time one-time fee)
CDC Registration	\$75 for first child, \$50 for second and each subsequent child, yearly, non-refundable fee
After-School Registration	\$25 for each child, yearly, non-refundable fee
Holiday/Teacher Workdays	\$30/day – Drop in fee (K5-5 <sup>th</sup> Grade only - no drop in care for children infant through 4K)

**Tuition Express:** An automatic withdrawal (draft) from your checking or savings account. Deductions are taken out every Friday for the upcoming week’s tuition. Please budget your money so that your account can cover a weekly deduction taken on Friday of each week.

**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:** All Tuition Express customers may get receipts by email when you register at [www.tuitionexpress.com](http://www.tuitionexpress.com). Each family has a personal registration number which is given out by the CDC office after your Tuition Express account is approved.

**Records Update:** Please remember to keep the CDC office and teachers informed of changes in home, work or emergency phone numbers and/or contact persons. The CDC 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 in January. The forms are now online and may be returned online. The registration fee will be charged to your account by Tuition Express. When you first enroll and set up your Tuition Express account you will have to turn in a hard copy of the Tuition Express form and a voided check, the registration fee and the hard copies of the registration forms.

**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 and After-School Program from 2:30 PM to 6:00 PM, Monday through Friday, Holiday/Teacher Workdays from 7:00 AM to 6:00 PM, Monday through Friday. The Summer Camps Program operates from 7:00 AM to 6:00 PM, Monday through Friday.

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. This applies to all classrooms, After-school program, and Summer Camps Program.

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

A late fee of \$1 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.

**Parking Lot Practices:** Our entrance and exit are designed for one-way traffic only. Please use the upper driveway (nearest Windstone Drive) 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 a 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.**

## **Evacuation Plans**

### **Fire - Alarm Sounds (Drill or Not)**

Gather all children. Teacher will take clipboard with the sign-in/out sheets and parent emergency contact numbers.

**NO RETURN TO THE BUILDING IS ALLOWED UNTIL TOLD TO DO SO BY THE DIRECTOR OR DESIGNATED STAFF PERSON**

Rooms 100, 101, 103, 104, 107, 108, & AFS

Proceed out your outside classroom doors, across the front parking lot to the large field away from the building. Check roll and wait for directions from the Director or designated Staff Person.

Rooms 105, 106, 111, 112, & 113

Proceed out your outside classroom doors and go to the farthest point of the fenced in big playground. Check roll and wait for directions from the Director of designated Staff Person.

**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.

### **Chemical Leak**

#### **Staff Person will notify each room**

Children kept engaged in regular activities. Duct tape is used to seal outside door. Wait for further instructions. If you are outside, proceed immediately to your classroom by the closest door, get all children into the classroom, have them sit on the rug and read while you seal the outside door with duct tape. Get your clipboard, emergency contact numbers, needed medications, and Emergency Bag, (to include 2 diapers for each child, if needed, gloves, a pack of wipes, books, & small toys. ready for possible evacuation from site. Wait for further instructions. After-schoolers will proceed to the Youth Room, seal the door, and wait for further instructions by phone.

### **Possible Intruder from Outside**

#### **Staff Person will notify each room**

Gather children; bring clipboard & emergency contact information, any needed medications and Emergency Bag. (to include 2 diapers for each child (if needed), gloves, a pack of wipes, books, & small toys.) Leave your classroom and have children sit on floor in CDC hallway with back to hall walls. Sit with your children and wait for further instructions. AFS will go to the Sonshine Café, shut and lock all doors and wait for further instructions by phone. Teachers in Room 113 and Room 107 will check and lock outside doors at the end of the hallway if necessary. AFS teacher will make sure that all outside doors are locked. All children and staff are to remain as quiet as possible so as not to draw the attention of the intruder.

### **Inside Intruder**

#### **Staff Person will notify each room.**

Gather children; bring clipboard & emergency contact information, any needed medications and Emergency Bag. (to include 2 diapers for each child, if needed, gloves, a pack of wipes, books, & small toys.) Sit with your children in the inside corner of your room with your backs to the hall wall. Make sure that the curtains/blinds in your room are closed. Entertain the children quietly. Lock your door and the bathroom door if you can. Remain there until notified by the staff that the danger is gone.

### **Tornado**

#### **Staff Person will notify each classroom**

Gather children; bring clipboard & emergency contact information, any needed medications and Emergency Bag (to include 2 diapers for each child, if needed, gloves, a pack of wipes, books, & small toys.) Leave your classroom and have children sit on floor in CDC hallway with back to hall walls. Sit with your children and wait for further instructions. AFS will go into the boys and girls bathrooms in the Gym and wait for further instructions.

**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.

**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

**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 (This form of “Time-Out” will be used only if a child might hurt themselves or others). The child is brought back into the group as soon as possible.

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

Should a serious continued 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.

## 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. The only approved type of shoes that should be worn at the Center are tennis shoes with socks. Open-toe shoes (such as sandals) are not functional for the children’s playground activities. **Flip flops and Crocs 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) [Game boys and other hand-held devices are allowed in the After-school program on Fridays, holidays, and teacher workdays only.]

### **Items needed daily:**

- Pacifier, “lovey,” special, and blanket for napping \*
- 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, all will be taken home Friday for washing

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

•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 lunches every day. We do, however, have the ability to heat and/or refrigerate whatever you send. **Do not send carbonated drinks, candy or chewing gum. 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 charge will be added to your tuition for that week for each extra meal served.

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 minutes (This includes 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 2s 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) if they are still using them.

**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 check for allergies before making plans. This is also necessary so that 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 Sippy-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.
- All bottles must be made at home and the bottles labeled.
- 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.
- Small paper cups will be used when children are offered water while playing outside on hot days.

### **Holidays and In-Service Days**

The CDC will be closed on the following days:

Staff In-service Days (August 4 & 5, 2011)  
Labor Day (Monday, Sept. 5, 2011)  
Thanksgiving (Thursday & Friday, Nov. 24 & 25, 2011)  
Christmas (Friday & Monday, Dec. 23 & 26, 2011)  
New Year's Day (Friday Dec. 30, 2011)  
Good Friday (Friday April 22, 2012)  
Memorial Day (Monday, May 28, 2012)  
Independence Day (Wednesday, July 4, 2012)  
In-Service Day -Last Thursday & Friday before our school year begins\* - August 2 & 3, 2012\*

\*Subject to the Greenville County Public School Calendar published in January 2012

Notices for all holiday and in-service closings are posted in advance. No fees are adjusted for holidays, inclement weather, or in-service days.

\*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. We also clean and paint the classrooms as needed. 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 school year (August through July). 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. You will not be able to use the Center during the summer without prior approval from the Director.

### **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.
- This information will be communicated by WYFF4 or by the website – [www.thecarolinachannel.com](http://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.

Full tuition will be charged on days that the Center is closed for inclement weather. Full tuition will be charged on days that the Center opens late or closes early. You may use your Five Free days for these days.

### **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. There is a monthly Lunch Bunch group that meets in the Family Life Center from noon until 1:00 PM to talk and network. 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 to participate fully.  
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 the classroom's daily schedule. In addition, please call the CDC office when your child is sick and staying home with you. We care about your child and we worry when they are not in school. Please know that we will call if a child does not come to school and you have not called the office.**

**Medication:** Should your child require medication while at the Center, medicine forms must be filled out and signed. You will find these in your child's classroom or on the bulletin board outside the director's 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 week. Diaper cream and sunscreen may remain in the room. If medication is not picked up it will be turned into the office for safe keeping. You may pick it up there.

### **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 persons 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 registration, by emergency medical personnel.

Until arrival of a parent, the physician, 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. Children may bring a small comforting doll or stuffed 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 and make sure that all items are labeled with your child's first and last name.

### **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.

In July of each year, the Center holds Transition Days. During these two mornings, the children move up to the room they will be in the following school year and spend the morning in the new classroom with their new teachers. They will participate in activities in the room and eat lunch in that room. The children will then return to their current rooms for naptime. This will help the children to anticipate the move and let the teachers get to know the children. The Friday before the new school year begins – during our In-Service Days, a Meet the Teacher program will be held so that the parents can see the new rooms and meet the teachers.

### **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. A curriculum plan for your child is sent home. 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. Parent conferences will be scheduled during the Fall and Spring of each school year.

### **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. The permission form is part of the registration packet and must be filled out each year.

### **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 5<sup>th</sup> 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. All paper work must be submitted to the office before the child's first time of attendance.

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.

**Camp Pelham** our summer camp program starts in June and is made up of weekly themes, field trips, and special activities for rising Kindergarten through 5<sup>th</sup> grade children. The program is Monday through Friday from 7:00 AM until 6:00 PM for nine weeks during public school summer vacation time. All children attending Camp Pelham will be included in Vacation Bible School held at Pelham Road Baptist Church. Children in first grade and above are invited to attend Church Camp, an overnight camp, held June 14-17 for an additional fee. A registration form and current immunization record form are required before beginning Camp Pelham. The information about Camp Pelham is published at the time of registration. 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. There is a full-time rate for 4/5 days per week and a part-time rate for 3 days or less per week.

The CDC also provides a **holiday/teacher workday/drop-in program** for children in Kindergarten through 5<sup>th</sup> 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.**

**We look forward to having your child with us each day. If there is anything we can do to make the experience better for your child or you, please let us know.**