

Parent Handbook 2011-2012



Administrators

Carol Holt-Cooper, Director

Traci Callahan, Assistant Director

Krystal Smith, Office Assistant

607 Woodrow Street Columbia, SC 29205 ▲ Phone 803-799-8533 ▲ Fax 803-771-6223

www.ShandonPresCDC.org

Program Hours

Half Day	Full Day	Afterschool
Toddlers-5K 9:00-12:00 Early Morning Drop-Off 8:30-9:00 Extended Care 12:00-2:30	Infants-5K 7:30-6:00	5K Pickup-8 th Grade School Year: Bus Pickup – 6:00 Summer: 7:30-6:00

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Shandon Presbyterian Child Development Center

I. Purpose and Goals

Shandon Presbyterian Child Development Center has been in operation since 1958. SPCDC is an extension of the church's ministry to and for children of all races, creeds, and religious backgrounds. We seek to provide our families with a Christian nurturing environment that encourages the social, physical, spiritual, and intellectual growth of children. Through a variety of programs in physical activity and group interaction, plus creative learning in art, language, science, number exploration, movement and music, children will grow to develop a good image of his/her own worth as a child of God. Our Mission is "to teach and care for children in a nurturing, Christian environment that encourages their social, physical, spiritual, and intellectual growth." Our Vision is "for every child to feel safe, loved, and valued."

II. Program Administration

A. Governing Body

The Child Development Center is an integral part of Shandon Presbyterian Church's Ministry to Children. The policy-making and governing body of the Presbyterian Church is the Session. The Session supervises the work of the Child Development Center through the Weekday Ministry Committee. The members of the committee include teachers, parents and church representatives. The Director, the Business Manager and the Minister also serve on the Committee.

B. Grievances

Parents are welcome to visit the Center at any time. Should parents have any grievances or questions regarding their children, the concern is to be handled first through the teacher, then the director, then the SPCDC Weekday Ministry Committee, and finally, the Session.

III. Grouping Guidelines

Full day year round program: We enroll children from the age of 8 weeks to 5 years

Half-day 9-month program: Children 1 to 5 years

Afterschool year-round **or** summer only **or** school year only program: 5K – 8th grade

All Classes: Children will be moved up only once per year, not throughout the year.

- Children enrolled in the Toddler class must be able to eat table foods and drink from a sippy cup. They must turn 1 (one) in the year of their enrollment.
- Children enrolled in the Three-year-old class must be potty-trained, as we do not have facilities to change diapers in that room.
- Children in the toddler, two, three, four, and five-year-old programs should turn the appropriate age by Sept. 1st the year of their entry, but we are flexible to some extent.
- Afterschool students are grouped based on grade level.
- Developmental levels are also taken into consideration when making placements. Exceptions will be made on a case-by-case basis upon the consideration of the Director and class teachers.

Staff-Child ratios must be in keeping with South Carolina Licensing. We meet the National Association of the Education of Young Children program standards as well. Our staff-child ratios are as follows:

Infants: 1:4

Toddlers: 1:4

Two year olds 1:6

Three year olds 1:8

Four year olds 1:9

Five year olds 1:10.5

Six year olds and up 1:14

IV. Curriculum Guidelines

Our curriculum is based upon the philosophy that children learn best by doing. A child will acquire knowledge through active participation with materials and individuals in the environment. Teachers in our program serve as guides or facilitators in their work with children. All teachers interact with children in loving, nurturing and positive ways which help each child to feel safe, loved, and valued. We want to provide a curriculum that addresses the whole child including

physical, emotional, mental, social and spiritual domains. Each class uses centers and group time to explore a weekly theme to achieve our goal of building life-long learners. Children in the Half Day and Full Day Preschool and Afterschool Program will participate in a weekly chapel program with Bible Stories. Children enrolled in the full day program will participate in one week of Vacation Bible School during the summer.

Formal yearly conferences will be conducted each spring for 3s-5s. Also, upon a child moving into the next class at the end of a year, parents will be given his/her portfolio so that the progress a child has made throughout the year can be seen. Families of children of any age may request a conference any time with the teachers. Additionally, SPCDC has an Open Door Policy. While SPCDC has an Open Door Policy and parents and guardians are welcome to visit, these visitations may not interfere with the flow and activities of the classrooms (per DSS Regulations).

Please do not send toys, food, or candy with your child. Your child MAY bring music tapes, Science Center finds, or books to share. Please do not bring video tapes or DVDs without first discussing it with your child's teacher. Viewing time is limited to once a month and theme-related viewings. Each class may have a scheduled Show and Tell and children may bring one small nonviolent toy. **NO WEAPONS ALLOWED.**

CONFIDENTIALITY

All child and employee files are confidential. Individuals who will have access to a child's files are the parents/guardians, the teachers of that child, the CDC administration, regulatory agencies, and any specialists working with that child. Everyone listed needs to know about that child's identified abilities or disabilities (both physical and developmental), health issues, and custody issues. Files will be kept in cabinets or drawers in the child's classroom, not out in the open where anyone may obtain them. Any screenings done will be kept with the child's files. The Policies for Admission and Inclusion of Children with Special Needs are available upon request.

A. Infants

The goals and the curriculum guidelines of the infant program are comprehensive and include routine care, health, and safety as well as providing for the child's mental and physical development. Most importantly, the children have the opportunity to develop relationships of trust and attachment to a small number of familiar adults. Opportunities are available for spontaneous, pleasurable learning experiences fostering the growth of the infant's developing competencies.

B. Toddlers and Twos

The staff will provide a safe, stimulating, action-based environment that will include a variety of sensory and motor experiences. Teachers will provide gentle and supportive interaction and verbal stimulation that will help each child to feel safe, loved, and valued. Because it is difficult to share and play with others at this age, multiple sets of key items will be in learning centers. Staff will provide activities that promote language development including talking together, listening, responding, reading, story telling, finger plays, puppets, flannel boards, and songs.

All toddlers and twos who are in diapers must provide their own diapers and wipes. Pull-Ups are prohibited at our center. While the staff will encourage children who are potty trained and / or training to use the toilet at regular intervals, we realize toilet accidents may happen during the day. We are unable to support potty training in the Half Day Toddlers' room. That room has no toilet, and we are unable to leave the room with children to toilet because of DSS guidelines requiring two teachers to be present at all times. Please supply ample clothing for your child (including socks and shoes). If no clothing is provided, the parents will be contacted to provide clothing. If a parent cannot be reached, the teachers will do their best to make the child comfortable until a parent can be reached. Toilet accidents will be handled in a relaxed, supportive manner at all times by the staff. Teachers will assist and support the child while clothing is being changed.



C. Threes, Fours, and Fives

All children entering the three-year-old program are expected to be fully potty trained. Please provide a change of clothes for accidents that may occur from time to time. Teachers will guide, supervise and support the child while clothing is being changed. If your child should continually have a problem with frequent accidents, the teachers will discuss this with you.

The classroom is prepared daily to provide exploration in a safe and supportive environment. Specific learning activities are planned and implemented in each of the curriculum areas based upon the weekly theme. All learning activities are geared to the children's developmental readiness and needs. Opportunities will be provided to support developing independence and self-help skills. Materials will be provided to promote the development of both fine and gross motor skills. Activities are sequential and more challenging as the children become older.

D. Afterschool

SPCDC will provide a safe environment for school age students. During the school year opportunities for play and socialization are provided at the beginning and end of the time spent here. Classroom time is spent reading and doing homework. Extra time may be spent in small group activities within the classroom. Children are encouraged to focus on homework for a reasonable amount of time according to their age and needs, unless a parent sends us a note stating otherwise. The staff will monitor homework and assist when appropriate. Any special needs regarding homework should be discussed with the classroom teacher. An additional homework room will be provided before classroom time. This room is optional for students and parents. There is also ample time designated for free play and socialization. Field trips requiring parent permission are scheduled in advance. Extra money for trips is limited to around \$8 per **month** per child.

E. Summer School-Age Program

During the summer, the afterschool program is geared toward fun, relaxing activities. The program is based on weekly themes. The staff prepare age-appropriate activities for the morning and afternoon of each day. There is also ample time designated for free play and socialization. Field trips requiring parent permission are scheduled in advance. Extra money for trips is limited to around \$8 per **week** per child. Families who wish to attend **ONLY** during the summer **MUST** get on the waiting list each year to be considered for the summer program.



V. Enrollment Philosophy

SPCDC was founded to meet the need in our community for quality childcare. Demand for care exceeds our capacity to serve all interested families. Therefore, the following policies will be practiced to facilitate fair admission and enrollment.

A. Waiting List Priorities and Procedures

Families interested in enrolling their children in a program may put their names on the waiting list by contacting the office, requesting and returning a waiting list form and submitting the waiting list fee. All lists will be

organized and maintained by group and year of desired entry. Parents may put their names on more than one list or another child on a list for an additional lesser fee per list.

Once an opening becomes available, the following procedures will apply:

1. Waiting list is reviewed.
2. Priority is determined by church membership and sibling status (If a parent is already on the waiting list and becomes a member of SPC, priority will reflect the date of church membership). An active church member as defined by the constitution of the PCUSA is “a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, and participates in the church’s work and worship”. In order to claim active membership at Shandon Presbyterian Church for enrollment in the CDC, we expect regular involvement in worship and other activities, and the contribution of your time, talent and financial resources.
3. Prospective enrollees will be contacted in chronological order.
4. Once a parent is notified of available space, acceptance and registration must be completed within 5 business days. If a parent declines the present space but wants to stay on the list for the coming year, the full waiting list fee is due to update the form.
5. Twins: If one of a set of twins is offered a space and the family wants both children in the program at the same time, both twins’ forms will remain at the front of the list until a space is available for both, rather than moving them to the back of the waiting list.

B. Registration Procedures

Upon acceptance, the following must be completed for admission:

- Registration Application
- Signed Permission Form
- S.C. Certificate of Immunization for Day Care Attendance Health Form
- DSS Health Statement
- Child Information Form
- Copies of Driver’s Licenses of all persons authorized to take child from center
- Yearly non-refundable registration/supply fee
- Signed Discipline Policy

Failure to comply with the above admission requirements will be considered as non-acceptance and the opening will be offered to the next child on the waiting list.

C. Re-Enrollment Period and Procedures

A re-registration form for each child will be provided annually. Parents must return the completed form and pay the required registration fees by the designated date in order to retain their children’s spaces in the program. Re-enrollment will not be accepted from anyone whose account is delinquent. Specific dates will be publicized in advance of Re-enrollment period:

- *Half Day- Begins end of January or beginning of February for two weeks*
- *Full Day and Afterschool- Begins end of January or beginning of February for two weeks*
- *Summer Enrichment- First two weeks in April*

Failure to return re-enrollment forms and fees in the given time period will be considered as a withdrawal. In such case, re-admittance cannot be guaranteed. If re-admittance is available, a late fee may be charged.

VI. Withdrawal Procedures

A. Withdrawal Notice

Full Day and Half Day: Twenty-one calendar days written notice is to be given to the CDC office to withdraw a child from the program. If the proper notice is not given, parents will be required to pay the tuition payments for those twenty-one days. When extenuating circumstances arise, a written request must be submitted to the SPCDC Weekday Ministry Committee to consider waiving fees. **Any account with a remaining balance 30 days after the date of withdrawal will be sent to debt collection.**

Afterschool (School-Age): The same policies as Full Day and Half Day apply *except* in case of the following: **Withdrawal:** A school-age family can withdraw at any time, except during the summer time (see note*), by providing written notice at least 21 calendar days prior to withdrawal. * **Withdrawal from Summer Only and Year-Round Program:** Families have until April 1st to withdraw from the Summer Program without penalty for late withdrawal. There will be a fee for any late withdrawals and families may be released from the financial obligations only if we are able to fill the spot. Otherwise, that family is still responsible for the entire summer's fees. Your signature on the enrollment form indicates agreement with the above withdrawal policies.

B. Automatic Withdrawal

In certain cases, we reserve the right to automatically withdraw your child from our program. The following are grounds for automatic withdrawal:

- behavior endangering self or other persons, materials, and/or the positive environment of a classroom;
- delinquent fees by three or more weeks;
- repeatedly delinquent fees of less than three weeks;
- continuous late pick up will result in notification to SPCDC Weekday Education Committee and at the Weekday Education Committee's discretion the child(ren) may be required to leave the program.
- Any student whose parent(s) or legal guardian(s) engage in conduct that disrupts or undermines the mission of SPCDC or do not abide by all provisions of the Parent Handbook may be required to withdraw. The Weekday Ministry Committee is the final arbiter of all questions involving student or parent conduct, behavior, and discipline.

VII. Fees and Fee Policies

A. Payment for Programs and Late Fees

- Fees for the **Full Day** and **Afterschool** programs are due each Monday. All Full Day and Afterschool accounts with a remaining balance on each Wednesday after 6PM will be assessed a \$10.00 late fee.
- Fees for the **Half Day** program are due the first Monday of each month. All Half Day accounts with a remaining balance on the second Thursday of each month will be assessed a \$10.00 late fee.

All Programs: Late fees once assessed will be taken out of the next payment made on the account. Any accounts that are three weeks delinquent will be subject to withdrawal from the center. All payments can be made in the SPCDC office. Any late payments or arrangements must be made with the Business Office. Automatic drafts must be drawn so that all accounts are kept current or paid in advance.

B. Early Morning Drop-Off

is the only program that is pay-as-you-go. Half Day parents with children in the 2s, 3s, 4s, and 5s may drop off their children in room 104 as early as 8:30 AM for a fee of \$2 per day, due at the time the child is dropped off.

C. Lunch Bunch (Extended Care)

is from 12:00 to 2:30 PM for Half Day children in the 3s, 4s, and 5s. Parents bring their children's lunches. Sign up is done in August, and parents are to pay at the beginning of each month for the days for which they signed up. If the Center is closed on one of the assigned days, that day will not be billed. A slightly higher fee will apply if a child "drops in" on a random day (subject to approval by the L.B. teachers depending on space availability for that day). For signed up children no refund is given for missed days and no switching days is permitted since a spot has been reserved for each particular signed up child.

D. Scholarships

SPCDC has a tuition assistance scholarship program. Scholarships are granted by the Scholarship Committee of the Weekday Ministry Committee and are given to families based on need. Application forms and policies are available from the CDC Office.



E. Vacation Waivers (Year Round Programs only)

Students enrolled year round (May of one year to May of the next with no interruption in service) at SPCDC may request a “vacation waiver” after six months of continuous enrollment in a vacation-eligible program (Full Day and also School Age with some restrictions). These families will be eligible for two “vacation waivers,” one at the summer rate and one at the school year rate (if the rates differ). The “vacation waivers” can be taken *anytime* during the enrollment year as long as it is one week of five consecutive days (M-F of the same week) in which the student *does not attend*. A “vacation waiver” will not be transferable to the next class into which a child will move. Therefore, both vacations must be taken during the twelve months a child is in a particular class. Our year runs May to May. Families who withdraw before finishing out the twelve months will be asked to pay back any vacations that were granted. “Vacation waiver” request forms, which must be *submitted in writing* to the SPCDC office for approval, are available in the CDC Office and can be returned there as well. Parents may also email their requests. Please note that if tuition is automatically drafted, the responsibility lies with the parents to let the Business Office know that the account is not to be drafted during the week of vacation. If you withdraw before year-end (thus nullifying your “year-round” status), then you will be asked to pay back your vacation fee waiver.

F. Proper Credit and Fee Increases

There will be no deductions in tuition for daily absenteeism or closings. We do not provide drop-in care. Fees are based on a contracted period of time and are due regularly regardless of attendance. Parents who are paying by check should retain all checks for their records; only those who pay in cash will be issued a receipt, and parents are expected to retain this receipt. ***Your child’s name should appear on all payments made by check to insure proper credit.*** There will be a \$15.00 charge on all returned checks. Should it become necessary to increase fees for any program, parents will be notified in writing 60 days prior to the increase.

- All accounts must be in good standing for re-enrollment and promotion at the end of May.
- All accounts remaining in arrears upon leaving the center will be pursued through other means.



VIII. Guidance and Discipline Policies

It is the policy and practice of SPCDC to provide a safe, structured, developmentally appropriate environment. SPCDC expects all students to live in harmony with one another and their environment. Teachers and treat all children with dignity and respect. Food and/or drink will never be withheld or used as discipline. Redirection, modeling, anticipation and setting clear limits are techniques used within classrooms. **No corporal 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. walk quietly through the center
5. take care of property
6. interact without hurting others through words or actions

B. Consequences

1. If a child chooses not to meet these expectations classroom consequences as designated by teacher may include:
 - a) talk with the teacher
 - b) redirection
 - c) loss of privilege
 - d) visit to SPCDC Office
2. After repeated visits to the director's office or in the case of severe incidents the following will occur:
 - time away from the class within the center (i.e. SPCDC Office, different classroom)
 - parent/administrator conference with recommendation of outside consultation or counseling when necessary
 - child removed from center for a specified period or child removed from center until outside counseling is successful.
 - Upon returning to SPCDC the child will be given a clean slate; however if procedures are followed all the way through the director's office a second time the child may be permanently removed from the center.

C. Biting

Biting is never desirable, though sometimes it is age-appropriate. Toddlers and twos are the most frequent users of this form of communication with their peers. The teachers at SPCDC act on a case-by-case basis to determine the cause of the biting, thereby diminishing and eliminating this undesirable behavior. Methods that will be employed by the staff are anticipation of potential problems leading to a biting incident and immediate and clear disapproval when a child bites despite anticipation and constant monitoring by the staff. The biter will be removed to a place in the room away from other children, will be told very sternly, "No bite," and then will be ignored to the extent the biter can be monitored and kept safe. The child who was bitten will then be very dramatically comforted in front of the child who bit so that (a) the bitten child will feel loved and cared for, and (b) the biter will see that s/he receives no attention, even if only negative, for the hurtful act of biting, whereas the person s/he bit is receiving lots of positive attention.

An infant, toddler, or two-year-old will not be removed from the classroom (e.g. suspended) for a period of time *unless* the CDC feels as though the parents are not reinforcing the CDC in its efforts to eliminate the biting behavior. Children aged three and up may, however, be removed for a period of time to reinforce how serious a behavior is if the behavior occurs repeatedly. The CDC will not move a child out of one classroom and into another classroom because of biting. To do so would violate state-mandated ratios.

Parents of both a biter and a bitee will be provided articles and advice about what causes biting and what to do about it. Bites will be recorded in the Sick/Accident book when they occur.

Any severe incident such as: hitting, fighting, threatening, 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 SPCDC at the discretion of the director and the Weekday Ministry Committee.

IX. Health Care Policies

SPCDC is licensed and equipped to care for well children only. Our policy is designed to meet the child's need for individual attention from a parent and the need to keep other children safe from illness and germs. If a child is well enough to attend, then that child must participate in all activities, including outside play. Any child with open scrapes or sores will not participate in water play to avoid the spread of infection. SPCDC is a smoke-free facility. Dedicated slippers or shoe covers shall be worn by anyone entering the Infant Room until the Infants are no longer confined to the room or strollers (e.g., when they are old enough to walk/crawl on playground surface).

A. Sick Policy

If a child becomes ill at SPCDC, parents will be called immediately to pick up the child (see conditions and symptoms below). Parents must be able to pick up children or have them picked up within 30 minutes of the phone call. Ill children will be made comfortable in the office until a guardian can pick the child up. If ill or sent home ill, your child may not return to Shandon the next day. After that he/she can return when he/she has been FEVER FREE WITHOUT MEDICATION FOR 24 HOURS (or diarrhea or vomit). Thus, if a child is sent home with a fever s/he must stay home until the fever is gone and then 24 more hours after that. Your child will not be accepted if you have administered fever-reducing medication for any reason.

Any child who has been under anesthesia for *any reason* (tubes, adenoids, etc.) --even if just for an office visit-- cannot return to SPCDC until 24 hours after anesthesia has worn off.

If your child has any of the following conditions or symptoms, we will contact you to pick up your child from the Center to prevent contagion of other children and staff, and to provide comfort to your child:

- Fever of 100 degrees and above
- Sore throat or other mouth sores with drooling
- Eye problems: conjunctivitis, pink-eye, “cold” in the eye, mucus, swelling
- Diarrhea (*two or more watery stools in one day*)
- Vomiting and/or nausea within a 24 hour period
- Flushed skin, rash, skin eruptions, impetigo, ring worm (note that ringworm of the scalp may require *oral* medication as well as an antifungal shampoo).
- Earache, headache and/or other acute pain
- Any contagious illness, such as chicken pox, mumps, measles, strep throat, scarlet fever, etc.
- Constant, uncontrolled nasal discharge or constant, uncontrolled cough
- Severe lethargy
- Head lice, scabies, or other infestations
- Any conditions preventing the child from participating comfortably in usual program activities
- Any illness / condition requiring one-on-one care

According to DSS guidelines the following will require a doctor’s written permission for return admittance to SPCDC:

- Mouth sores with drooling
- Rash with fever and behavior change
- Tuberculosis

After the child was excluded for any of the above reasons and has been away from the center for the remainder of the sick day and one whole day after that, the following conditions must be met for the child to return to the program:

- A child must be free from fever, vomiting (without symptoms) for a full 24 hours without medication.
- A child must be free from diarrhea for 24 hours and had two solid stools before returning.
- Any child prescribed antibiotic for a current contagious bacterial infection must take the prescription for a full 24-hour course before returning.
- A child must be able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions unless 1) a health care provider signs a note stating that the condition is not contagious and 2) the involved area(s) can be covered by a bandage without seepage of drainage through the bandage.
- A child excluded because of lice, scabies, or other infestations may return 24 hours after treatment is begun provided that the child checks in at the CDC office and is found to be nit free.
- If a child was excluded because of a reportable** contagious illness, a doctor’s* note stating that the child is no longer contagious is required prior to readmission.

*If a child’s parent is also a doctor, the note must be from a physician who is not the child’s parent.

**Each state publishes a listing of communicable diseases (such as measles, tuberculosis, whooping cough, etc.), which must be reported to the Department of Public Health by the attending physician upon diagnosis.

When a child becomes ill at school the parents will be immediately contacted and are expected to come within 30 minutes of contact. If the parents are unavailable, the emergency contacts will be contacted and/or the child’s doctor. In the event of an emergency an ambulance will be called and the child may be taken to a local hospital Emergency Room for treatment.

If any of your child’s medical records have changed, please alert the CDC. Each child’s medical records are confidential but available to administrators and a child’s teachers, parents or guardians, and regulatory agencies.

B. Medication Policy

SPCDC will administer medication to a child *upon parent/guardian request* under the following conditions. No medicine will be given to a child at school unless the prescription is in the original bottle, labeled by the pharmacist with the child’s name, date, dosage, name of medicine, and the doctor’s name. If refrigeration is required, the CDC will store it in the metal lock box in the refrigerator. Non-prescription medicine must be in the original bottle and labeled with the child’s name. *Any medication that contains a fever reducer will not be administered, as a child with fever will not be permitted to stay at Shandon.* In addition, the parent must complete and sign a medicine request form. Medication will be stored in a locked location either in the classroom or the medicine drawer in the office. This form along with the medication should be given to the teacher.

C. Accidents

For minor injuries, first aid is to be administered by the teacher and an “ACCIDENT FORM” completed and put on the child’s locker. The CDC also keeps a copy of the Accident Form. In the event of a serious injury or dental emergency the parents will be contacted. If the parent is unavailable, the child’s emergency contacts and/or doctor will be notified. If time is of the essence an ambulance will be called.

D. Outside Conditions

If the temperature outside is such that the wind chill is 32 degrees or below, or the heat index is 100 degrees or above, or the air quality is officially designated as “dangerous,” the children will not go outside. They will instead, stay in their rooms or go to the Activity Center, if available.

If bugs are present outside, we will apply insect repellent at the parent’s request, with a signed medication form. We will not apply a product containing DEET to a child two-years-old or younger.

During sunny weather, especially summer, sunscreen (SPF 15 or higher) should be applied to your child at home before coming to Shandon. With written parental permission, teachers will reapply sunscreen (SPF+) before afternoon outside time. Please leave a container of your child’s sunscreen labeled with your child’s name at Shandon for teachers to apply.

F. Parking

SPCDC strongly encourages parents / guardians to park in the lot provided off of Devine Street. People who continue to park on Blossom Street, however, *must* obey highway laws, including parking with traffic, rather than facing against traffic.

E. Animal and Pet Policy

Pets may visit as long as their immunizations are current (if applicable), they are under control (leashed if leashable, caged if cagable, etc.), they seem healthy, they are child-safe, and there are no children allergic to the pet in the visited room. Parents must stay to supervise and manage all non-caged animal visitors. SPCDC staff will instruct children about safe behavior to and around animals. Classrooms may also own small animals (hamsters, gerbils, reptiles, fish, birds, etc.) if the same above conditions are met.

X. Field Trips and Special Activities

Children will be exposed to enrichment activities and field trips as transportation in a 15-passenger bus allows. A list of children riding the bus will be carried and checked upon boarding the bus and disembarking from the bus on all trips. This includes daily after school-pick-up of school-agers. Participation in special activities and/or trips is required and an extra fee may be necessary. If your child is not to go on a field trip, then you must pick your child up before that class leaves on the field trip. We cannot overburden other classes by leaving your child with another class. All special activities and requirements for an activity will be posted on the individual classroom boards and/or in the monthly/weekly newsletters. (Scholarship requests for special activities may be made through the director of SPCDC.) Supervision will be maintained on all field trips and will be coordinated with the teachers and director. When Shandon Presbyterian buses are used, only 15 people are allowed on a bus. Therefore, parents attending a special trip may be asked to drive themselves to the destination where they will rejoin the group. Passengers are required to wear seat belts at all times. Parents are required to sign permission for field trips.

XI. Closings

A. Scheduled

At the beginning of each new school year parents will be provided a calendar listing closings for their child’s program. The following are planned CDC closings:

- Labor Day
- Thanksgiving Day, and the day after Thanksgiving
- 3 days at Christmas
- New Year’s Day, or the preceding Friday or following Monday

- Martin Luther King, Jr. Day
- NOON on Good Friday
- Easter Monday all day
- Memorial Day
- Fourth of July, or the preceding Friday or following Monday
- Three teacher workdays-two in spring before the summer program and one in fall before the school year program

B. Emergency Closings

In the event of a local emergency or inclement weather, SPCDC will follow the decision of Richland School District One. *We, however, reserve the right to evaluate the severity of the situation and close even if Richland One elects to remain open.* If closure is recommended, we will contact local television stations and possibly radio stations to broadcast the closure. The CDC answering machine (799-8533) will also have details of the closure. In the event of an onsite emergency causing evacuation, children and teachers will be moved to Shandon United Methodist Church. Families will be contacted from there. That will also be the emergency pick-up site. Phone number: 256-8383. Please note that tuition is not waived in the event of an emergency closure (such as snow, etc.). Periodic tornado drills and monthly fire drills will be conducted. Each room has a primary and secondary evacuation plan posted.

XII. Meals and Snacks

A morning snack, a nutritious hot lunch, and an afternoon snack are provided for children enrolled in the Full Day Program and Afterschool Summer Program. Meals and snacks are at least 2 hours apart but not more than three hours apart. Food and/or drink will never be withheld or used as discipline. Breastfeeding mothers will be provided a private place to nurse if they want to come during the day. No solid foods or fruit juices will be given to children younger than six months of age. No cow's milk will be given to any child younger than 12 months of age. Only whole milk will be given to children aged 12-24 months.

A. Breakfast

Children may bring a nutritious breakfast from home to eat between 7:30 and 8:00. Children arriving after 8:00 must have eaten before arriving. If breakfast is brought to Shandon, it **MUST** be nutritious and require minimum supervision. Parents whose children will eat breakfast should sit their children at a table upon arrival to eat immediately. Otherwise food and beverage should be labeled with the child's name and date.

B. Lunch

Children must eat lunch with their classes at the designated time. Lunches are served class-by-class chronologically beginning at 11:00, typically ending by 12:30 for the oldest class. If your child will be late in the morning, you must let us know by 9:00 AM if s/he will be eating Shandon's lunch with the class. Shandon Presbyterian CDC provides a hot lunch, consisting of a protein, a vegetable, a carbohydrate (starch), and dessert, usually fruit. Teachers sit and eat with the children, engaging them in conversation, and lunches are served family style. If s/he will not be present during the class's lunchtime, it is up to the parents to provide lunch. **NO** candy and sodas are allowed in bag lunches. Brought lunches must follow the same nutritious guidelines as those provided by us: protein, fruit or vegetable, and a carbohydrate. If necessary, SPCDC will supplement food brought from home to meet either nutritional requirements or serving requirements. Because of the large numbers of children served and because SPCDC provides meals and snacks, SPCDC does not provide refrigeration for brought meals or snacks. No food requiring refrigeration should be brought. Brought food and beverages must be labeled with the child's name and date.

C. Allergies

Please note that if a child has special dietary needs due to allergies, parents are to provide a special lunch or snack. Families of all children with life-threatening food allergies are to provide their own snack and / or lunch foods to the CDC to administer. SPCDC will not be responsible for screening foods for potential allergens. Otherwise, all children are expected to eat the lunch provided at SPCDC. SPCDC will accommodate children with severe food allergies as needed. For example, any food that is a potential hazard (peanut butter for a peanut allergy for instance) will not be permitted in the classroom of an allergic child. The parent of an allergic child is responsible for alerting

SPCDC of a child's allergy and any associated hazardous foods. SPCDC will attempt to make alternate arrangements for the entire class. SPCDC cannot be responsible for foods brought by other parents, but will alert them to the allergy and the need for careful food selection.

D. Menus

Weekly menus are posted on each class bulletin board. Please also be aware that if the school is delayed in opening for any reason, a bag lunch must be provided.



XIII. Drop-off and End of the Day Pick-up

- A. All non-parent or non-custodial visitors are to come to the CDC office to check in. (For directions on physical entry into the building, see the Building Security section, below.)
- B. Do not depend on your child's teachers to remember any messages without a written reminder. Do not rely on children to give teachers your messages.
- C. Please take care of any transportation arrangements before sending your child to school.
- D. All children of the center are expected to arrive at school in time to participate in all aspects of the program.
- E. Each program closes promptly at the designated hour, and children are to be picked up by their parents or other authorized persons at that time. There will be a per child charge of \$5.00 for the first 10 minutes late and \$10 for each additional 10 minutes, payable upon pickup to the teacher who has cared for your child(ren) overtime. Payment is expected at the time of the late pickup. If payment is not received within five business days of issue of the first reminder notice, a second notice will be issued. Upon issue of the second notice, the Business Office may begin billing late fees to your account. Late fees will be assessed in accordance with the guidelines in this Parent Handbook's "Fee Policies." Also, please do not bring a child to school before that program's scheduled opening time. Teachers arrive early to prepare the classroom. Once SPCDC is open there will be several teachers available to take care of your child.
- F. Parents are to come into the center to drop-off (and sign in) and pick-up (sign out) their child(ren). Please take home all papers from your child's locker/cubby every day. All personal items (extra clothing, diaper bags, sleeping items, and backpacks) are to be taken home on FRIDAYS.
- G. If you are unable to pick your child up, you must notify the office about the person who is allowed to take your child from the center. If you know in advance, please give your child's teachers a written, dated permission slip for that person. If you do not know in advance and must call to alert the center on the day of pick-up, we will ask you for the last 4 digits of your social (or another legal guardian's social, whichever you recorded on your enrollment forms) to make sure the caller is actually the parent or legal guardian.

XIV. Hand Middle School Walkers

All Hand Middle School students will walk to Shandon Presbyterian Child Development Center's office and then the Youth Building immediately following dismissal from school. Upon arrival at SPCDC office, the children call the McDonald Youth Building via walkie-talkie and then proceed to the Youth Building to check in. If a child is not coming to SPCDC from Hand on a particular day, a parent is to call to alert the Center not to expect the child. For any children who have not arrived by 4:15, a representative of SPCDC will begin calling every available phone number to let parents know that their children have not arrived. Parents should speak with their children about safety during the walk from Hand to SPCDC Youth Building, as SPCDC is not responsible until children have checked in at the Youth Building.

XV. Clothing, Nap/Quiet Time and Notes

Please remember to bring your child to school in appropriate play clothing that will allow the freedom to create and

explore. All *Infant, Toddler, 2, 3, 4, and 5* year old children will need a labeled change of clothing which is weather appropriate to be left in their lockers during the week. Children will be diapered (Infants through 2s) with only commercially available disposable diapers unless the child has a documented medical reason that does not permit their use. (NAEYC 5.A.08)

Children should be dressed in clothing that is also appropriate for the weather (layers for warmth and removability in cold weather, and breathable light-weight clothing for hot weather). Extra clothing such as sweaters, gloves, hats, coats, etc., should be labeled with the child's name. All children enrolled in the summer program will need to leave a swimsuit, towel, sunscreen, and water shoes. Everything should go home on Fridays.

- A. Lost and Found is located outside of the office. It is emptied biweekly. We cannot be responsible for clothing that is not labeled.
- B. Due to insurance regulations, children not currently enrolled will not be able to visit with relatives or friends.
- C. All *Full Day* children will participate in at least one hour of quiet/nap time. All *toddlers, 2, 3, 4, and 5* year olds will need a WATERPROOF rest mat with a cover (a king-size pillowcase fits most mats). Your child's mat must fit easily into your child's locker. The center has mats available to be purchased. Contact the Director or office staff to order one.

XVI. Security

Our facility requires a **security code** to enter. The code is changed on the first day of each month. Details will be provided upon enrollment. We ask that the code not be shared with the general public, but feel it is fine to give the code to family members and/or babysitters that pick up your child. Enter through the church, Blossom Street side, or through the playground door. All are coded.

Tracking Children: Children will be signed in on a sheet (or sign themselves under supervision in if old enough) upon arrival in the building, playground, activity center, or any other supervised area of SPCDC. When children move from one place to another, teachers will count children and carry their list of signed-in children with them. The same counting procedure applies when children board and/or depart a center bus. Parents will initial children out when removing them from the center. Once a parent/guardian has initialed out a child, that child is in the care of and responsibility of the person picking up. Shandon Presbyterian CDC does not assume any responsibility for children before they have been signed in.

XVII. Cell Phones and Children

Hand Middle School children are the only children allowed to have a cell phone at Shandon, and they may have it only during the school year when they must walk from Hand Middle School. Upon arrival from Hand, Hand Middlers will be required to place their cell phones into a basket for pick-up upon departure from Shandon. All phones must be labeled with the owner's name. If someone other than the above group of children has a cell phone, it will be taken from the child and returned to that child's parent upon parent request.

XVIII. Pest Control

SPCDC utilizes a professional pest control company that comes monthly after hours. The products used in and around our facility are liquid so that surfaces will be dry by the time the children arrive and will leave no granular or harmful residue.

XIX. Emergency and Disaster Preparedness

Designated Person to Assume Authority and Take Action During an Emergency when an Administrator is not on-site.

Normally an administrator is on site. Administrators are the director, the assistant director, and the office assistant. In the event of an absence of all three, designated people are as follows in this order: Robin Branham, Carolyn Bennett, then Helen Welch.

Fire and Fire Drills: When the fire alarm is activated, teachers will have the children stop what they are doing and proceed directly to the exit designated on the FIRE ESCAPE PLAN posted on the classroom wall by the door. Secondary evacuation procedures: If the primary exit for the room is inaccessible because of an emergency, the class is to exit through an alternate classroom door or the emergency egress windows. If the outside meeting point designated on the posted escape plan is unavailable because of emergency, classes are to meet at one of the other three designated meeting areas: the Woodrow Street sidewalk, the Blossom Street sidewalk, or the playground. Teachers must take roll and check bathrooms to ensure all children are accounted for. Fire drills will be conducted once per month and may be either announced or unannounced. Conditions under

which drill was conducted (Time, date, length of time to clear building, current weather, etc.) will be recorded in a central log in the office. Emergency evacuation procedures are to be posted along with a map of the Center in each room:

- Infants, 3HD, 4HD, 4FD, 5K, and Sophomores are to exit the building via the nearest exit (direct EXIT, if possible) and line up along the King Street fence in the playground.
- Full Day Toddlers, Half Day Toddlers, Extended Care (“Lunch Bunch”), 2HD, Freshpeople, Juniors, and Senior One are to leave the room’s direct exit or via the Blossom Street exit across from the reception area, then line up on the Blossom Street sidewalk, then walk to the front lawn all the way to the Woodrow Street sidewalk.
- The 2FD are to leave via their direct exit and line up on the Woodrow Street sidewalk.
- The 3FD are to leave via the Woodrow Street exit and line up on the Woodrow Street sidewalk.
- The Senior Annex and Middlers are to leave via the King Street door and go the playground, remaining along the King Street fence inside the playground.

Tornado and Tornado Drills: When the threat of a tornado or severe lightening is present or during a tornado drill, teachers will be instructed to have children assume tornado drill position in a downstairs hallway with no windows. Children will face the wall, backs to the hallway, head between knees to shield and protect their faces from flying debris. Teachers should remain calm at all times. Teachers must take roll and check bathrooms to ensure all children are accounted for. Each class’s position in the hallway will be as close to its classroom as possible, without being near windows. Infants will take shelter in the hallway by the office of the Director of Children’s Ministry in the church building. Teachers are to instruct and practice each fall and spring for severe storm warnings. Conditions under which drill was conducted (time, date, length of time to clear building, current weather, etc.) will be recorded in a central log in the CDC office.

Intruder Alert: When a dangerous person is in the CDC, the Sunday School Bell will sound. Upon bell, teachers whose children are inside will take children into their rooms, close and lock (if possible) the classroom doors, and move children to a location in the room which is not visible from the hallway window. Teachers will stay with children in rooms until the all-clear is given from a CDC or church representative.

Medical Emergency: In case of serious illness, injury, unprecedented seizure, or unexplained loss of consciousness (not from known seizure episodes, for example), 911 will be called. Then guardian or emergency contacts will be called. All staff are to be trained in CPR / First Aid: if the victim loses a pulse, after 911 is called, a staff person will get the church’s defibrillator unit either from the sanctuary (if emergency happens upstairs) or from beside the Session boxes in the church office (if emergency happens downstairs) and begin using it on the affected person. Ambulance responders will be directed to use the hospital indicated on the parents’ enrollment paperwork. If no hospital is indicated, SPCDC will direct the emergency personnel to use Palmetto Baptist since it is closer. The director or teacher designated on the spot by the director will accompany the child with records to the emergency room and will stay with the child until parents arrive. SPCDC has liability insurance on each child enrolled in the center.

Gas or Hazardous Material Leak Requiring Evacuation: Children will be moved away from the site as quickly as possible. Teachers must take roll and check bathrooms to ensure all children are accounted for. The location of the hazardous material will determine the EXIT strategy from Shandon Presbyterian property. Our emergency evacuation location is Shandon United Methodist Church, phone number 256-8383. This is also the pick-up site for parents / guardians. The youngest children will be put onto buses first and transported to Shandon United Methodist CDC. The remaining children will begin walking ON DEVINE STREET towards Shandon United Methodist. If possible, the buses will come back to pick the remaining children up from where they are to transport them to Shandon United Methodist Church.

Power Outage: The following questions will affect whether or not the facility must close due to power failure: Can SPCDC still serve lunch, or has lunch already been served? Can the classrooms be kept at a reasonable temperature (between 55 and 80)? Does the fire alarm still work? Will the power return before the back-up power source in the keypad security system ceases to function? If all of the above conditions may be safely met and the center is able to function with a minimum of disruption, then the center will remain open. If, however, the above conditions are not reasonably achievable, the center will close, parents / guardians will be contacted, and children will be sent home. Staff must stay with children until they are safely gone from the center with a designated guardian.

Water Outage: If SPCDC experiences loss of water, the city will be called, the situation will be reported as an emergency, and the situation will be evaluated by the city’s officials. Since parts of the facility are on different water lines, parts of the facility may maintain use of sinks, toileting facilities, and drinking water. If, however, this is not the case and the whole center and church are affected, the CDC must close. If the evaluation results in more than an hour passing with no resolution, and if the whole facility is affected, the center will have to be closed, parents/guardians called, and children sent home. Staff will stay until their children are safely sent home. If the center must be evacuated, children and staff will move to Shandon United Methodist, as described in Gas or Hazardous Material Leak Requiring Evacuation. Teachers must take roll and check bathrooms to ensure all children are accounted for.

Phone Outage: The Business Office will call the phone provider and have them route the CDC phone calls to the Office Cell Phone. The fire alarm system is not reliant on a working telephone system, so it still functions when the phones are off-line.

Inclement Weather: in case of a local emergency or inclement weather which makes travel hazardous (ice storm, snow, etc.), SPCDC will most likely follow Richland District One's closure recommendation. *The CDC reserves the right to evaluate the severity of the situation and close even if Richland One elects to remain open.* Television stations will be called to broadcast any closure information. That information will also be recorded onto the center's answering machine. Parents and teachers are to call the center's number if necessary information is not on television and radio stations.

Disease Outbreak: Any illness classified as "reportable" by DHEC (Department of Health and Environmental Control) will be reported to the Health Department. The CDC will follow the recommendations of that governing agency for clean-up, possible closure, and reopening. If a disease or illness is not classified as "reportable," but results in a significant portion of an individual class or of the center being affected, that individual class or the entire center may be temporarily closed to prevent the continued spread of an illness and/or for thorough cleaning of the affected area. Any non-reportable but contagious illnesses will be posted outside the classroom for parents' information.

Steps to Prevent Abuse and / or Neglect Allegations: Several steps should be taken:

*Diaper changing tables should be in plain view of the hallway door so that they are visible to all passers-by.

*Unless children are napping, doors should be open when diapers are being changed.

*The clear window in the center part of the door should be unobstructed at all times so that the interior of the classroom is visible even when the door is closed.

*When a teacher is in a bathroom with a child, the door should remain open.

*Teachers of children older than kindergarten (1st grade and up) should avoid having children sit on their laps. Instead, children should sit *beside* the teacher in such a manner that they may comfort the child with an arm around a shoulder and soothing words.

*South Carolina is a mandated reporting state. That is, we are bound by law to report any suspicions of child abuse or neglect. No CDC director at any center may prevent a teacher or other staff member that s/he must tell an administrator and not the state authorities. **SPCDC does, however, request that you first tell an administrator your suspicions.** If the administrator does not handle the suspicion according to your satisfaction, then you are legally bound to alert the authorities. Further, according to NAEYC, "The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious."

*If a staff member is accused of abuse or neglect, local authorities (DSS) will instruct us how to handle the situation regarding the staff member. If the staff person is found innocent, then s/he will be experience no repercussions. If the staff person is found guilty, local authorities (SC Department of Social Services and local law authorities) will direct us how to proceed.

*The Director or his/her designee will notify the parents/guardians of the suspected victim as soon as possible of the incident.

Steps to Handle Lost or Missing Child: Once the child's roster has been checked to verify the child has not been signed out, and once the bathrooms have been checked to verify a child is not where s/he is expected to be, the center will treat the child as "missing" or "lost." The teachers will alert the director who will then immediately contact the parents/guardians. Then local authorities will be called and the child reported missing.

XX. Log onto our Web Site

www.shandonprescdc.org

By logging on, you can get

- Newsletter information
- Calendar information
- Teacher information
- Last-minute breaking news

How to log on:

Username: your oldest child's first initial and whole last name (Joe Goodchild's would be **jgoodchild**)

Password: first 4 letters of your last name plus 123 (Joe Goodchild's would be **good123**)

We appreciate the opportunity you are giving us to love and care for your child(ren). We hope these policies will help you better understand our program and how we operate. If you have any questions, please call us at 799-8533.