



Parent Handbook

(Revised June 2018)



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BUNCOMBE STREET UNITED METHODIST CHURCH CHILD DEVELOPMENT CENTER

This handbook contains helpful information about our program. Please keep it in a handy place for future reference. We are glad you have chosen our program and appreciate your confidence and trust. We look forward to sharing these preschool years with you and your child!

OUR CENTER . . .

- Is licensed by the South Carolina Department of Social Services
- Operates from 7:30am to 6:00pm, Monday through Friday
- Provides a hot lunch and afternoon snack
- Maintains lower teacher: child ratios than the state requires for licensing
- Provides a comprehensive age-appropriate program with loving teachers
- Downtown Campus offers a school-age program with pick-up available to area schools with summer and holiday camp available
- Is a faith-based program and integrates God's love for his children into all aspects of our daily activities

CONTACTING THE CENTER:

All incoming calls to the CDC should be directed either to the individual classroom, administrative offices or to the general voicemail. The voicemail is on at all times to receive messages and you will receive a prompt response. Phone numbers for the Downtown Campus are (864)233-5050 and Fax (864)242-4478. Phone numbers for the Trinity Campus are (864) 235-1484 and Fax (864) 233-0336.

CDC BOARD OF DIRECTORS:

The Buncombe Street CDC Board of Directors is comprised of Buncombe Street church members, designated Church Staff members, and the CDC Director. The Board meets monthly to review the policies of the CDC. Parents may contact the Board with comments or concerns - the CDC director will provide the chairperson's name and email address and a listing of Board members upon request.

ENROLLMENT PROCESS:

Parents must complete an application or waiting list form. If an opening is available, plans will be made to enroll the child immediately. If not, your child will be placed on a waiting list, and you will be notified when a vacancy becomes available. Priority is given by date of application and age category. An orientation will be scheduled where administrative personnel will discuss with parents the policies and procedures, the child's readiness and

individual needs. If a child has special needs, joint plans will be made at the time of enrollment. A non-refundable registration fee is paid at the child's initial enrollment.

The following forms must be completed prior to enrollment:

Developmental History Enrollment Form, Medical Release, Illness Policy, DSS Health Form, Emergency Contact Information, South Carolina Certificate of Immunization, Field Trip Release, Discipline Policy, Tuition Contract.

Buncombe Street CDC does not accept Certificate of Religious Exemption for immunizations.

TRANSITION OF CHILDREN IN PROGRAM:

The CDC school year runs from June until May. Children will move up to the next age group/classroom in the month of June and will not move prior to June unless there are extenuating circumstances. You will be involved in this transition, so everyone will feel comfortable. The CDC has a Full Day program (infants-PreK4) on both the Downtown and Trinity Campuses. The Downtown Campus has an Afterschool (K5-5th grade) and Summer Camp. Registration in the Afterschool and Summer Camp program (Downtown Campus only) is separate from Full Day and spaces are limited. Registration in one program does not automatically transfer into the next.

EQUAL OPPORTUNITY POLICY:

The Buncombe Street United Methodist Church Child Development Center operates on an equal opportunity basis and enrolls children without regard to race, creed, sex, or national origin.

TUITION AND FEES:

We offer and encourage automatic draft to pay tuition fees. Please contact the CDC Financial Office for details.

Tuition is due on the 5th of the month, or on the 5th and 20th if that arrangement has been chosen on the contract. Tuition not paid in full by due dates will be charged a \$25 late payment fee. A student account with a balance 30 days past due will result in suspension of the student until the balance is resolved. If the account is not resolved within 60 days of due date, the student will be removed from the program.

The CDC closes at 6 pm. The fee for late pick up is \$10 per child for the first 15 minutes and an additional \$1 a minute thereafter. As of the third late pickup in a month the rate will be

\$25 per child for the first 15 minutes and an additional \$1 a minute thereafter. In assessing late fees, the CDC uses the office clock.

When closed for Inclement Weather/Training tuition will not be adjusted. Our scheduled days for closure are communicated and do not adjust to open during make-up days.

TUITION ASSISTANCE SCHOLARSHIPS:

The SISK Foundation of Buncombe Street United Methodist Church makes it possible for scholarships to be made available to families of the CDC who meet tuition assistance criteria. Guidelines for eligibility are established and are adhered to, and this includes a requirement for quarterly updates of financial need. Inquiries concerning the application process should be directed to the CDC Director or the CDC Bookkeeper. Scholarship funding is partial and involves a co-payment. The family's portion of the payment is due in accordance with the regular payment schedule. Late fees and consequences for accounts in arrears will be assessed if tuition is not paid on time. All families, including scholarship recipients, are responsible for late pick-up fees, late payment fees, activity/registration fees, key card fees and return check charges.

Receipt of monthly scholarship payments are contingent upon recipients maintaining a current balance with respect to monthly tuition. If tuition will be late recipients should communicate this with the CDC Director in order to avoid forfeiture of the following month's scholarship funds.

Occurrence of more than two late pickups will result in forfeiture of the subsequent month's scholarship funds.

WITHDRAWAL:

To terminate child care services, you must provide written notice to the Director. You will be responsible for payment of child care services for a full two weeks after submitting written notice, regardless of whether such services are used. For purposes of this policy, the two week notice period will begin on the first Monday occurring on or following the date on which the written notice is submitted to the Director and run for 14 days thereafter. This means that if written notice is submitted on a Thursday, the two week notice period will commence the following Monday.

COMMUNICATION:

Keeping our families involved with the school has always been a priority of ours. The Tadpoles Application is a communication tool that will be used in the classrooms. The Tadpoles program will allow our teachers to send you classroom information. Each classroom is equipped with an iPad mini which will be specifically used for the Tadpoles program (no internet use). We consider all information through this system to be a private

communication between our school and our families. No personal information is shared with any external parties. We use the parent's email address we have on file to communicate via the Tadpoles program. Tadpole's website is: www.tadpoles.com.

Please make sure you check your child's room communication board and your child's cubby daily for additional information.

OPEN DOOR POLICY:

Parents are always welcome to visit their child's classroom or volunteer as a helper on a regular basis. If you wish to volunteer, please discuss your plans with the classroom teachers.

ARRIVAL AND PICK-UP:

For your child's safety, all persons leaving or picking up their child must adhere to these guidelines.

- We consider your child in our care when the child is in the classroom and has been greeted by the classroom teacher.
- All adults picking up the child will be asked to show identification until the staff is familiar with those individuals on the pick-up list.
- Children will be released only to those persons on the child's pick-up list. If a CDC teacher or administrator feels uncomfortable releasing a child into a parent or approved adult's care, they will follow DSS protocol.

The Downtown Campus has limited parking. The circular drive will accommodate ten cars. If you plan to stay longer than 10 minutes or if the lot is full, please park in the lot across Buncombe Street or at the side of the building.

At the Downtown Campus there are several locked doors to the CDC. Parents are provided with a key card for entry. Please use the doors on the lower level next to the church offices if you do not have a key card. There is a cost of \$20.00 to replace a lost key card.

The Trinity Campus will be given a key fob for the CDC Entry. Additional fobs or replacement fobs are \$15 per fob.

ABSENCES:

Regular attendance is important if your child is to gain full benefit from the Child Development Center. When your child is sick, on a family vacation, or taking a day off, we ask that you notify the CDC. You may do so using the Tadpoles application or communicating directly to CDC Administration or teachers.

INCLEMENT WEATHER/EMERGENCY CLOSINGS:

The CDC closes for inclement weather following the Greenville County School District in determining whether we open late or close early, or open at all. Closings are announced on Channel 4 WYFF. Should an emergency occur during the day causing the center to close, we will text the parents to pick up children immediately. This policy supports teachers and families who travel from many different areas and counties.

In the event of an emergency evacuation of the downtown Greenville area, the children from the Downtown Campus (and their emergency information) will be taken by bus to Trinity Campus (2203 Augusta Street, Greenville SC 29605 (864) 233-8114). In the event of an emergency evacuation of the Augusta Street area, the children from the Trinity Campus (and their emergency information) will be taken by bus to the Downtown Campus (200 Buncombe Street, Greenville SC 29601 (864) 233-5050). The children will be taken to the gymnasium and the parents notified to pick them up.

CALENDAR:

The CDC is closed for the following days and holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- July Fourth
- Labor Day
- Thanksgiving Holiday (2 days)
- Christmas Holidays (3 days)
- Teacher training (2 consecutive days in summer)

CURRICULUM:

The CDC uses developmentally appropriate curriculum. Teachers plan activities and lessons that add to the total development of the child. Experiences are carefully planned to enhance the physical, emotional, social and intellectual development of the child. The teacher's lesson plans are based on themes for exploration and investigation by the children in their classroom. Daily Schedules are reviewed by the Assistant Director and are posted on the classroom PARENT INFORMATION BOARD outside of your child's classroom. We also email a newsletter to you about the classroom theme and activities that are coming up. There is a list of Developmental Goals for your child's age group posted in the room.

ENRICHMENT PROGRAMS:

We offer several enrichment programs during CDC hours. All of the outside vendors are paid directly by families to the provider. They each have a sign-up station and payment box located in the main hallway upstairs. If you have any questions about these programs you can call them directly.

CHAPEL:

During the months of September-May, the church staff conducts chapel weekly for the Pre-K3 and Pre-K4 classrooms.

MEALS AND SNACKS:

Hot lunch and afternoon snack which follow the USDA nutritional requirements are provided daily by the CDC. A morning snack is not provided so parents are urged to serve your child breakfast before coming to school in the morning.

Infant classes eat according to individual schedules. Parents will provide prepared formula or breast milk in plastic bottles and baby food. Everything must be labeled with child's name. Infant parents are required to have 4 "Inch-Bug" name labels for your child's bottles. The "Inch-Bug" labels can be ordered on inchbug.com.

Toddler classes eat lunch at approximately 10:45 AM in their classrooms. It is our goal to help the child with self-feeding skills. Lunches are served family style. Teachers will assist and model feeding skills, table etiquette and conversation. We look at lunch as an enjoyable, interactive meal experience.

Two year old classes eat at approximately 10:45 AM in the cafeteria. Lunches are served family style.

PRE-K classes eat at approximately 11:15 AM in the cafeteria. Your child will also be served second helpings and clean his/her own table and floor area.

INCIDENT REPORTS:

An incident report will be placed in your child's cubby/folder when an accident occurs. It will give you the cause and treatment of the injury. The CDC will also reach you by phone and send an incident report through Tadpoles if the child receives an injury that leaves a visible mark.

ILLNESS POLICY:

If your child becomes ill during the day, and is unable to participate in the normal program, the CDC will contact you to pick up your child. Once contact has been made a parent or guardian is expected to arrive at the center within 30 minutes. The center does not provide on-site sick childcare.

In order to protect other children and staff, sick children should not be brought to the center nor will they be permitted to stay at the center with the below conditions. Please be aware that unless otherwise noted children WILL NOT be admitted into the CDC WITHOUT a doctor's note stating that they are allowed to return:

Must be free of symptoms for 24 hours:

A doctor's note does not override the 24 hour policy.

Diarrhea: Children with 3 or more loose stools in 24 hour period must be sent home. Children may not return to school until they have been diarrhea free for 24 hours. Children may be excluded for fewer than 3 episodes of diarrhea if their condition makes it hard for their caretakers to maintain sanitary conditions in the classroom. Children may not attend the CDC:

- ***Campylobacter, E. Coli, Giardia, Norovirus, Rotavirus, Salmonella or Shigella:*** A child may return with a doctor's note and after diarrhea stops.
- ***E. coli:*** for the most severe type of *E. coli*, children must remain out of school until the diarrhea stops and 2 lab tests taken 24 hours apart test negative for ***E. coli O157:H7***.
- ***Giardia:*** When diarrhea stops or child has taken antibiotics for at least 2 doses.

Fever: Children will be sent home for a fever 101 degrees or higher. Children may return to school when they are fever free for 24 hours without any fever reducing medicines.

Fever with Rash, Behavior Change or other Symptoms: Children with a fever should be out of school if they have signs of severe illness such as a rash, change in behavior, earache, vomiting confusion, sore throat or irritability. Children may return to school when symptoms are clear for 24 hours and/or with a doctor's note.

Hand, Foot and Mouth (Enterovirus): Children may return to school when they have been fever free and have no excessive drooling for 24 hours, do not have difficulty swallowing, have no open blisters and able to function in a normal classroom setting.

Sty/Stye: A child with a draining/oozing sty should remain home until the draining has stopped.

Vomiting: A child must be free of vomiting for 24 hours before returning to school.

Requires a Doctor's Note to return:

Bronchial Infection: If your child is coughing because of a cold or bronchial infection, he or she is contagious as long as the cough is moist or fever persists. If the infection is bacterial and the child has been on an antibiotic for 2 doses and is fever free for 24 hours, he or she may return to the CDC.

Chicken Pox / Varicella: Children with chicken pox may return once all of the sores and blisters are dried/ scabbed over, or if there are no scabs, until no new sores appear.

Croup: Children with a cough resembling a barking seal must be seen by a doctor and remain home for 24 hours. A doctor's note is required before your child can return to school.

Ear Infection: Ear infections are frequent in young children. Although the child is not contagious, the child must have been on antibiotic for 2 doses before returning to the CDC.

Fifth Disease/Erythema Infectiosum: Children with a "lacy" pattern rash and mid-cold symptoms will be sent home and must be seen by a physician. A doctor's note is required before your child can return to school.

Flu, Influenza or Influenza-Like Illness (ILI): A child with ILI or the flu will be excluded for a fever of 101 degrees or higher with cough and/or sore throat. Children must be fever free for 24 hours without any fever reducing medicines.

Head Lice: BSUMC CDC has a NO NITS policy. Teachers will check your child's scalp for any newly hatched Lice and un-hatched Nits every day for two weeks after the first sighting of Lice and/or Nits. If either are present, your child will have to be retreated for Lice and their head checked again in order to return to school.

Impetigo: Children with dry, honey-colored crusty sores that may be weepy, oozing or wet with be sent home. Children may return with a doctor's note after 2 doses of antibiotics, if the sores have stopped oozing and are starting to get smaller.

Medical Procedures: If a child has undergone any medical procedure that requires general anesthesia, we ask that the child remain home for 24 hours.

Medications: Children who have been prescribed any medication or breathing treatments must be on the medication for 2 doses before returning to school. We will NOT administer prescribed medications. The only exception will be for life threatening conditions. The above prescription medication must be in the original container and have a pharmacy label bearing your child's name. We will NOT administer any over the counter medication. The only exception is diaper cream and anti-itch cream. Parents will be required to provide their own cream and a sign medication form. We ask that you please do not put medication in a child's sippy cup or bottle. If a child needs an EpiPen, the parent must provide a doctor's note explaining the procedures the school is to take if an allergic reaction occurs. The EpiPen will be kept locked in the classroom backpack.

Meningitis, Mononucleosis: Children with high fever, rash, stiff neck will be sent home. Children may not return to school without a doctor's note.

Mouth Sores: Children with sores inside the mouth must remain home until they have a doctor's note saying they may return to school.

Mumps: Children may return to school with a doctor's note 5 days after the beginning of swelling.

Pneumonia/Walking Pneumonia: Children with cough, fever, fast breathing or shortness of breath, or fast heart beat will be sent home. Children may return to school when they can function in the classroom's daily activities including outside activities and gym time.

Pink-eye / Conjunctivitis: Children with red/pink, draining eyes will be sent home. Children may return to school after being treated for 2 doses of antibiotic.

Rash: Children with an unexplained rash, rapidly spreading rash, as well as a rash with fever or behavior changes must remain home. A doctor's note is required for return to school.

Ringworm: Children with ringworm must remain out of school until they have begun treatment with a prescription medication. A doctor's note is required for return to school.

RSV (Respiratory Syncytial Virus): Children with a fever, runny nose, wheezing or high pitched whistling when exhaling will be sent home. Children may return with a doctor's note.

Shingles: Children must remain home who have shingles lesions/sores/blisters that cannot be covered. Your child may return once the lesions are dried or scabbed.

Staph or Strep Skin Infections (includes MRSA): before they can return to school. A child with a draining sore, boil, or abscess that cannot be covered, or with sores that ooze through and soak dressings, must remain home. Your child may return once the draining stops, or if the drainage (oozing) can be contained in the dressing, so that no one else comes into contact with the drainage. Because treatments vary, we require children to be on an antibiotic for 24 hours.

"Strep Throat" / Streptococcal Pharyngitis: Children with "Strep throat" can return to school with a doctor's note 2 doses of antibiotics if there is no fever.

Thrush: Children with white patches in their mouths need to be checked by a doctor. Children may return to school when they have been on the medication for 2 doses.

Tuberculosis (TB): A child with TB should remain home until you have a doctor's note stating that the child is no longer contagious.

Whooping Cough / Pertussis: Children with whooping cough can return to school with a doctor's note after completing 5 days of prescribed antibiotics, unless directed otherwise by DHEC or your school nurse.

Please let the CDC teachers know if your child has any of the above illnesses so that we may post a flyer on the door about the illness in the classroom. BSUMC CDC follows, at a minimum, DEHC and DSS standards plus our own CDC policies that are voted on and reviewed by the CDC Board of Directors annually. ***Also, please keep the CDC informed when your child is ill, as we are concerned about each child's welfare.***

MEDICAL EMERGENCIES:

If medical care is needed for your child and we are unable to contact you immediately, we will secure care as follows:

Life or Death Situation – EMS will be called and your child will be taken to Greenville Memorial Medical Center unless you identify another medical facility. We will continue trying to notify you until you are reached.

Non-Emergency Situation But Requiring Medical Attention such as fractures or stitches – If you or your specified emergency contact person(s) cannot be reached, EMS will transport your child to Greenville Memorial Medical Center unless you identify another medical facility. We will continue trying to notify you.

DISCIPLINE POLICY:

We are committed to maintaining an environment in which all children and teachers are treated with dignity and respect. All forms of intimidation, including verbal, visual, and physical by the child, will be documented with an incident report signed by parent or guardian. Any student engaged in acts of bullying or harassment, including verbal or physical aggression towards another child or teacher, will be dismissed from school.

A copy of the discipline policy is given to each parent at the time of enrollment. Parents will be asked to review and sign a copy each year.

CHILD ABUSE AND NEGLECT:

Any person who has reason to believe that a child through the age of 17 has been subjected to physical abuse or neglect is required by law to report such incidents to the DEPARTMENT OF SOCIAL SERVICES for evaluation. HOT LINE: 1-800-722-2737

POTTY TRAINING:

We will partner with parents for toilet training their child when he or she shows signs of readiness in the Two year old classrooms. Please have a conversation with your child's teachers prior to bringing your child to school in underwear. We strive to provide an environment that is healthy and sanitary. When a child wears underwear with no accidents (excluding nap and bedtime) for a full three days and can verbally communicate that he or she needs to go to the potty, he or she may wear underwear to school. If a parent chooses to use pull-ups, they must be the side-fastening style. Changing non-fastening style pull-ups removes a teacher from the classroom too long because they frequently require clothing and shoes to be removed and replaced.

CLOTHING AND PERSONAL BELONGINGS:

The CDC requires a full change of clothing – including shoes – in the child's cubby at all times. It is required that you label the extra clothing with your child's name. Please bring a small pillow, favorite small, soft doll or animal, and a blanket to be used at naptime. Please label all items with child's name. Parents are responsible for the laundering of items each week.

Parents will supply diapers and a monthly snack item (for toddler and older classrooms only). There must always be a day's supply (approximately five diapers per day) available for your child. Teachers may ask for an additional supply of diapers as needed.

Please do not allow your child to bring any toys from home. Only items for Show And Tell are allowed. We are not responsible for lost items.

PLAYTIME:

Children's play is active and may be a little messy. The children must feel free to be involved in all activities. Please do not dress your child in dressy clothing and do not instruct your child not to get dirty. ***Flip-flops, jellies, cleats, cowboy boots, crocs and open-toed sandals can be dangerous and are not allowed.***

OUTDOOR PLAY:

It is the CDC's philosophy that children need outside activity on a daily basis. We go outside every day unless the weather is inclement. Please dress your child appropriately for the weather – a coat will be needed in cold weather and also a hat and mittens during wintertime. On days when it is exceptionally cold, damp, or hot, we will play in the gym. All children will be expected to go outside with the teachers each day. We are not able to keep individual children indoors. If you feel your child is too sick to participate in the total program at the CDC, we ask you to keep him or her home until able to participate.

SPECIAL EVENTS:

Graduation, Family Fun Day (Downtown Campus only) and the Christmas Program are annual events that all parents are encouraged to attend. There is always plenty of seating. Visitors are always welcome.

BIRTHDAYS:

The staff will be delighted to assist you with any special celebration plans for your child at the CDC. Parents are encouraged to be a part of these special celebrations and we ask that you please notify the teacher in advance. We ask that party favors be brought in small individual bags. Balloons are not allowed because of safety concerns. We are a NUT-FREE facility meaning any kind of nut or peanut product is prohibited (read all labels before bringing anything into your child's room). If you wish to invite classmates to an outside party, **the entire class must be invited** for invitations distributed at school. Otherwise, please mail the invitations or distribute outside of school facilities.

Classrooms parties are held throughout the year. Room parents and PTK help with planning.