



# **Child Development Center 2019 -2020 Parent Handbook**

## **Welcome to your child'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 he/she grows as Jesus grew; he "increased in wisdom and stature and in favor with God and man." (Luke 2:52)

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2019-2010 WELCOME

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## **CLASSROOM EMAILS FOR TADPOLES**

***Nest Room-Room 100***

[nestroom100@gmail.com](mailto:nestroom100@gmail.com)

***Bee Hive Room-Room 101***

[beehiveroom101@gmail.com](mailto:beehiveroom101@gmail.com)

***Robin Room –Room 102***

[therobinroom102@gmail.com](mailto:therobinroom102@gmail.com)

***Rainbow Room-Room 103***

[rainbowroom103@gmail.com](mailto:rainbowroom103@gmail.com)

***Butterfly Room-Room 104***

[butterflyroom104@gmail.com](mailto:butterflyroom104@gmail.com)

***Owl Room – Room 105***

[owlroom105@gmail.com](mailto:owlroom105@gmail.com)

***Turtle Room-Room 106***

[turtleroom106@gmail.com](mailto:turtleroom106@gmail.com)

***Sunshine Room-Room 107***

[sunshineroom107@gmail.com](mailto:sunshineroom107@gmail.com)

***Chipmunk Room-Room 108***

[chipmunkroom108@gmail.com](mailto:chipmunkroom108@gmail.com)

***Dog & Cat Room-Room 109***

[dogcatroom109@gmail.com](mailto:dogcatroom109@gmail.com)

***Tree House Room—Room 110***

[treehouserroom110@gmail.com](mailto:treehouserroom110@gmail.com)

## CENTER INFORMATION

**MISSION:** The mission of the Child Development Center is to provide full-day developmentally appropriate quality early childhood education to children ages 6 weeks to 5 years-old in a Christ-centered environment.

**EDUCATIONAL PHILOSOPHY:** All children are uniquely and wonderfully made. They 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 the South Carolina Early Learning Standards, children are encouraged in a concrete and developmentally appropriate way to explore the world. As teachers we include the academics each day and we focus on the child's social and emotional development. We want them to succeed in life and school.

**CENTER CREDENTIALS:** The Child Development Center is a **SC Licensed Facility** (#23353) with the South Carolina Department of Social Services. We are in compliance with all provisions of the Code of Laws of South Carolina and the regulations applicable for a licensed childcare facility. The state license is renewed every two years after inspections by the Fire Marshal and DHEC. Our center will be evaluated in December 2020. 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 an early childhood education course at Greenville Tech in order to improve their knowledge of child development and developmentally appropriate activities and materials. All full-time CDC teachers are required to have 20 hours of Department of Social Services approved continuing professional development in early childhood education each year. All substitute teachers must complete 15 hours of professional development each year.

**THE CDC DIRECTOR:** The 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. If the Director is not on site a designated staff member will be available for questions or emergencies.

**2019-2020 WELCOME:** We look forward to helping your child grow and develop during this coming school year. The teachers and I are looking forward to our annual Open



House in August, the All Saints Day Parade in October and our Christmas Program in December. We hope that you will be able to attend these events and those in the second semester also. We will need parent help throughout the year to provide gift cards for the staff, attend parent conferences in the fall and spring, and to serve on the CDC Committee.

We will care for your child with love and respect. Your child is important to us and we want this to be his or her best day every day. We will share the love of God and Jesus with them and help them to learn the importance of prayer in even their young lives. We will offer you and your child opportunities to help others within the community through our annual canned food drive and our fundraising for Greenville Health System's Children's Hospital.

Please know that I am here to help you and your child. If you have any questions or concerns, please feel free to contact me by email ([rachel@pelhamroad.org](mailto:rachel@pelhamroad.org)), phone (864-288-7674), or drop in and see me when you pick up in the afternoon. We have a lending library for parents to help with the different stages of growth and development plus child discipline.

Thank you for choosing Pelham Road Baptist Church Child Development Center for the education of your young child. We appreciate your trust and support.

*Rachel Cernogorsky—Co-Director*

## **REGISTRATION**

**WAIT LIST:** A "Request for Enrollment" is completed when a parent tours the facility. If space is not available, children are placed on a wait list. Parents are notified as openings occur. Parents then have 24 hours to secure the spot by paying the yearly registration fee. You may be called periodically to see if you're interested in remaining on the wait list. If our call is not returned your request for enrollment will be removed from our file.

Upon enrollment acceptance, an annual, non-refundable registration fee with a completed and signed registration form including Tuition Express form is required within 24 hours. All parents of enrolled children will pay tuition from the beginning date of the school year until the child is physically present. We do not hold placements with only the registration fee.

If you are expecting a child before the 2019-2020 year begins but who would enter the CDC after Aug. 15, 2019, you must begin paying tuition for that child on Aug. 9, 2019 when the new school year starts. If you become pregnant during 2019-2020 and want to enroll the child in 2019-2020, you must begin paying for your child's placement when

the placement becomes available in order to keep the placement until you are ready for your child to attend full time. Once the child is six weeks old they can come for drop –in care until you are ready to use the placement full-time.

**REGISTRATION:** All children will need to have on file a copy of the CDC registration form, a Parent Orientation & Contract form, a current SC General Record and Statement of Child's Health for Admission to Child Care Facility (DSS Form 2900), and a Tuition Express form upon enrollment. All forms are located on the web site: [www.pelhamroad.org](http://www.pelhamroad.org) on the childcare page. When you first enroll and set up your Tuition Express account, you must turn in a hard copy of the Tuition Express form and a voided check or a printed bank form listing your account number and routing number. The yearly registration fee will be charged to your account by Tuition Express if your child is currently enrolled in the CDC.

**ADMISSION:** 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 current members of Pelham Road Baptist Church are given priority and a weekly tuition discount.

**The CDC requires that all children been immunized in order to attend Pelham Road Baptist Church CDC.**

**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. If you have chosen to delay your child's shots you will need to submit a copy of the Day Care Immunization Form on which your child's doctor has listed the Medical Exemptions. The CDC does not accept Religious Exemptions from the Health Department. The CDC requires that all children be immunized, but families may delay or spread out the shots. The CDC will send out reminders when your child's record needs to be updated. All children should be fully immunized by the time they are three years old.

These are the only options available for children at the CDC. DHEC has informed us that the unimmunized child is the child at risk. We are privileged to live in a country where deadly illnesses such as the flu, whooping cough, and measles can be prevented or at least lessened through vaccines. Those children who are immunized will have the better protection if such an illness is in the community. If you choose to use a Medical

Exemption you will be responsible for weekly tuition even if your child must stay at home for a communicable illness such as whooping cough (5 days at home) or measles (21 days at home). We do not pro-rate for illness, in-service work days, or weather as stated in other sections of the handbook.

**WITHDRAWAL:** Parents may withdraw a child's from the CDC by giving two weeks' notice in writing to the CDC Director. This allows the center time to fill the vacancy. Failure to give advance notice of withdrawal will result in a charge of \$350 per child to cover two week's tuition. Withdrawal is not prorated; a full two week's tuition is required.

**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, and current email and home addresses. 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 if there are any changes in contact information. The forms are online or can be obtained from the CDC office.

**CONFIDENTIALITY:** All teachers and other staff of the CDC will keep all records, parent conferences, and classroom behavior in confidence. Teachers and staff are required not to repeat to anyone the information found in the children's forms, told to them by parents in conversation or conferences, or any behavior issues during the school day with other classroom teachers, other parents, or their own family and friends. Teachers and staff may discuss these issues with the Director and with those approved by the Director.

Parents and teachers are asked **NOT** to name children in their comments on social media sites. Our Facebook page does not allow any photos to be tagged.

**GRIEVANCE PROCEDURE FOR FAMILIES:** Try to resolve the problem by discussing the situation with the teacher first and then discuss the problem with the Director. If this does not resolve issue, the complaint must be in written form and submitted to the Director. The Director will respond within one working day. If the issue is still not resolved, a copy of the grievance and all correspondence to date should be submitted to the CDC office for review by the DSS liaison for the CDC.

**RELEASE OF INFORMATION:** Permission to release information to schools or other agencies as deemed necessary is by parent/guardian signature on the Family Contract form found with the Registration Form.

## **CURRICULUM**

**CURRICULUM:** *The Creative Curriculum* is implemented in each classroom from the Nest to the Tree House room. 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 total growth and development. For infants we provide opportunities for practicing the next developmental milestone. We supplement *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. A curriculum plan or weekly classroom calendar is sent home by Tadpoles.

**ITERS/ECERS:** ITERS/ECERS is used to evaluate the quality of an early childhood program. ITERS stands for Infant Toddler Environmental Rating Scale and ECERS stands for Early Childhood Environmental Rating Scale. They were developed by the Frank Porter Graham Child Development Institute at UNC-Chapel Hill in North Carolina. ITERS and ECERS utilize a broad range of research-based, developmentally appropriate criteria to guide practice. The scales are used throughout the United States and the world for self-assessment by staff, to prepare for accreditation, or as part of voluntary improvement efforts by licensing agencies. As their names indicate, both scales measure the quality of the overall care and learning "environment" created by a particular early childhood program. Specific criteria are used to determine the quality for key aspects of a program's space and furnishings, personal care routines, language and reasoning, activities, interactions, program, structure, and provision for parents and staff.

**LESSON PLANS:** Teachers send home lesson plans every other week in the Nest, Bee Hive, Butterfly, Owl, Turtle, Sunshine, and Chipmunk Rooms. In the Robin, Rainbow, Dog & Cat and Tree House Rooms the lesson plans are sent home weekly. They are sent by Tadpoles. Lesson plans include the Palmetto Basics icons which lets

parents know that children are being prepared for Kindergarten through classroom activities every day. Lesson Plans are also labeled with the South Carolina Early Learning Standard that applies to the activity. In Tadpoles you will also receive photos of your child participating at the CDC and many of those photos will show you that your child is participating in an activity that is developmentally appropriate and preparation for Kindergarten.

## **PALMETTO BASICS**

Pelham Road CDC is a Palmetto Basics Champion. We support the message that provides simple easy things that families can do with their child to help them become happy and successful! Since 80% of brain development happens during the first three years of life it is important that the CDC and its families participate in the Palmetto Basics.

At the CDC we do the five basics every day in the classroom and in order for you to know what we are doing to help your child grow and develop we will be adding the icons to our lesson plans. If you need more information, please ask your child's teacher how the Palmetto Basics are being done in the classroom and why.



### **MAXIMIZE LOVE, MANAGE STRESS**

Babies thrive when the world feels loving, safe, and predictable. Caregiving that is affectionate and responsive develops a sense of security and self-control.

**Respond to your child + Cuddle them + Hold them + Have a routine + Manage household stress**



### **TALK, SING, AND POINT**

Babies learn language from the moment they are born. They learn through loving interactions with their caregivers, not TV or phones. Eye contact, pointing, and real words teach the most about communication.

**Talk a lot + Add ideas + Use your hands to point as you talk + Sing and recite+ Go back and forth + Listen and respond**

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## COUNT, GROUP, AND COMPARE

Children are born wired to learn numbers, patterns, sizes, shapes, and comparisons. What they learn about math in the first few years makes a difference when they get to school.

**Count objects + Match and sort + Play music + Compare sizes, amounts, and weights + Put things in order**



## EXPLORE THROUGH MOVEMENT & PLAY

Children are born curious about the world. They are like scientists. Pay attention to your infant or toddler's interests. Help them learn through play and exploration.

**Do tummy time + Play peek-a-boo + Make art + Roll a ball + Play obstacle course + Use Position Words such as over, under, near, far, through, and around**



## READ AND DISCUSS STORIES

The more we read with young children, the more prepared they become to enjoy reading and do well in school. Even infants enjoy the shapes and colors in books. Let them hold the book, turn the pages. Point to the pictures and talk about what you see.

**Commit to read every day+ Describe the pictures+ Actively involve them + Discuss + Don't be too serious+ Set a great example**

Look for these symbols on your child's lesson plan. Try these things out at home.

## SC Early Learning Standards

The SC-ELS Goals and Developmental Indicators, developed in 2018, describe expectations for what children will learn starting with infancy and covering all ages through kindergarten entry.

The Goals and Developmental Indicators are divided into six domains:

- **Approaches to Play and Learning (APL)**
- **Emotional and Social Development (ESD)**

- **Health and Physical Development (HPD)**
- **Language Development and Communication (LDC)**
- **Mathematical Thinking and Expression (MTE)**
- **Cognitive Development (CD)**

All six domains are important equally important and overlap is expected. Each child develops differently so all six domains are essential. Growth and Development is not composed of a check list but is a continuum that happens over time.

Families will see the abbreviations on lesson plans along with the Palmetto Basics so that they can see how the CDC is preparing their child for success in school and life. The numbers and letters after the abbreviations refer to specific indicators for the goal. It is a “short hand” way of describing different parts of each goal for each domain. Your child’s teacher can show you in their binder what a specific number and letter combination means for each domain.

The Learning Standards also give activity suggestions for second language learners and children with special needs. Please feel free to ask the Director and teachers about Palmetto Basics and the Learning Standards.

***We want every child who loves, learns, and plays at the CDC to love learning. We will start your child on the way to lifetime success each day in every classroom.***

**TADPOLES:** A paperless software program that is used for attendance, lesson plans, and communication. Each classroom has an I Pad which the teachers take with them wherever they go with the children. Parents are encouraged to get the Tadpoles App in order to receive daily sheets, lessons plans, and communications from the teachers and the CDC. You can enter information about your child by going to the app clicking on your child’s picture and tapping the “Drop-off Notes” button. Once you have entered your information about sleep, diapers, feeding you need to tap the “Touch to Add” to send it to the teachers. If you do not see a “Touch to Add” button and see “No Entry” then you have missed the entry window which happens 20 minutes after child is signed in to the CDC.

**CLASSROOM SCHEDULE:** Each classroom has its own posted schedule on the Parent Information Board with planned activities carefully selected to meet the needs of all the children in the room. Your child should be in the classroom each

**day if at all possible by 9:00 AM in order to participate fully in our program of academics, art, and literacy.** Please be sensitive to the schedule for your child's classroom and whenever possible plan arrival and departure times that do not conflict with the classroom activities, meals, or naptime. Your child should arrive ahead of time in order to participate fully in the daily program and mealtimes.

**STAFF/CHILD RATIO: All staff will follow DSS guidelines for staff/child ratios as listed on the sheet in your classroom.**

**CHILD'S PROGRESS:** 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. Each age group will have a different week for conferences so please check with your child's teacher. You will be invited 2 weeks before your scheduled conference week on Sign-up Genius to select a day and time for your conference. Please do this in advance of your scheduled week so that we can cover the teacher's time. Sign up Genius availability closes for each class at noon on the Friday before the conferences. If you miss the window of opportunity to sign-up for a conference, please contact the classroom teacher to reschedule. Teachers will screen every child using Ages and Stages Questionnaire (ASQ-3) and families will also fill out the questionnaire for comparison at the family conferences.

**WELCOME PACKET:** Each year a welcome packet will be sent home during the summer. The welcome packet will contain a list of items that the child needs to start school, a welcome letter from the classroom teachers, the class schedule, and needed forms. Also included will be the classroom email address and a CDC t-shirt order form. Please return the forms by July 31, 2019.

## **PAYMENT**

**TUITION EXPRESS:** TE is an automatic withdrawal (draft) from your checking account. Payment is due prior to childcare services. All tuition is processed on Wednesday for the upcoming week, but it will not appear in your bank account balance until the following Monday/Tuesday. Rates are subject to adjustment as determined by the CDC Committee. **All families must use Tuition Express or pay in cash weekly, in advance. Payment in cash must be approved by the Director in advance.** If there is



any change in your account you must notify the CDC office before noon on Wednesday in order for the change to be made in billing.

**TUITION RECEIPTS:** After your TE account is approved you can request a personal registration number which will allow you to access your TE account and print receipts for Flex Accounts or for taxes. Please contact the office to receive your personal registration number. To access the account go to [www.tuitionexpress.com](http://www.tuitionexpress.com). The initial Tuition Express application is found on the web site: [www.pelhamroad.org](http://www.pelhamroad.org) on the childcare page.

**All families must use Tuition Express. Any other payment option must be approved by the Director prior to the start of each school year.**

**Tuition rates are not adjusted for holidays, inclement weather, weather delays, family vacation, illness, or in-service days.**

**Each family of a child enrolled in the CDC is responsible for payment for 52 weeks of the year.** 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.

**DISCOUNTS:** a \$10.00 deduction per week per child for the second (and each subsequent) child will be given to families enrolled in the CDC. A \$10.00 per week deduction is also given for each subsequent child after the first child, if the family is a current member of Pelham Road Baptist Church. Only one discount will apply per family.

**DELINQUENT TUITION:** When payment for a child is two weeks past due, the child WILL BE removed from CDC enrollment and not allowed to return until arrangements have been made with the CDC Director for payment of the tuition balance owed. If a child is removed from enrollment, he/she may re-enroll when all outstanding fees are paid.

**BABYSITTING:** CDC Staff may babysit our CDC families, but they do so **NOT** as employees of the CDC. The CDC will not be held liable for anything resulting from hiring a staff member to babysit.

**LATE FEE:** A late fee of \$5.00 per child per minute will be assessed if the children are picked up later than 6:00 PM. This fee can be paid within 24 hours or it will be added to the next Tuition Express billing. If you find that you will be late, please call the CDC

Office (864-288-7674) and let them know or leave a voicemail message.

**TUITION FEES: 2019-2010**

**NEW: Infants—4 Year old                      \$175 per week**

Registration Fee                      \$150, once yearly, non-refundable fee

**DOG/CAT AND TREE HOUSE ROOM FEES: 4/5 YEAR-OLD FEES**

\$10—Tee shirt for field trips

\$12—Handwriting Without Tears Workbook

\$10—Graduation fee

Payment expected for t-shirt and workbook before end of July 2019. The Graduation fee is due by March 1, 2020. These fees may be paid by cash, check, or Tuition Express.

**INCLEMENT WEATHER POLICY**

**INCLEMENT WEATHER:** In the event of severe weather all openings and closings will be communicated by WYFF4 and Tadpoles. Please make sure that your contact information is up to date. The following guidelines are used to determine the daily operating schedule:

- If Greenville County Schools are delayed, the CDC will open one hour later than the public schools are scheduled to open so our staff can get their children to school
- If Greenville County Schools are closed, the CDC will open no earlier than 10:00 AM. The need to remain closed all day is based on availability of staff to get to the CDC. Two staff members are needed for the school to open at any time.
- Should it be necessary to close the CDC after the children have arrived, parents will be contacted via Tadpoles. Two staff members will remain with the children

until all children have been picked up. A message will be placed on the CDC voicemail and WYFF4.

**Tuition will not be prorated for inclement weather, family vacations, in-service days, for early closings, or late openings, illness, or withdrawal.**

## **TRANSITIONS**

Parents should consider when bringing their child to the center for the first time to start them for part of the day and work up by the end of the first week to a whole day. Please let the teacher know your plans so they can work with your child to understand that you will return and when.

**TRANSITION DAYS** occur during the last week of school in August each year. It is the time when the rising 2s, 3s, and 4s will go to their new classrooms for 2 mornings. They will have circle time, do a project, go outside, and eat lunch with their new friends and teachers. After lunch they will return to their current rooms for naps. Please send a bag lunch those 2 days and have your child here no later than 9:00 AM each day in order for them to participate fully. This does not apply to infants or to rising toddlers.

## **SCHOOL HEALTH AND SAFETY**

**ARRIVAL AND DEPARTURE:** The CDC is open from 7:00 AM until 6:00 PM, Monday through Friday. The Center cannot be opened until there are two staff members who meet all of the DSS qualifications for employment on site.

Under no circumstances should any child, regardless of age, enter or leave the building without an adult. Upon arrival, the adult must place the child under direct supervision of a staff member by speaking with the teacher in charge of the classroom who will sign the child into Tadpoles. When adults return to take the child home, we ask them to be sure to speak to the staff member in charge of the classroom who will sign their child out on Tadpoles. These practices are of special concern when children are on the playground or gym. The teachers are responsible for the children and must be able to account for them at all times.

## **PARKING LOT PRACTICES:**

- Our entrance and exit are designed for one-way traffic only. Please use the driveway nearest to Windstone Drive (in the direction of Walgreens) when entering the property and the driveway beside the playground next to the fire station when exiting. The exit has space for a left-turning and a right-turning lane.
- **Do not use the “circle area” in front of the Sanctuary or the driveway near the big playground for drop off or pick up.** This is a fire lane for the buildings and children cannot be seen coming out from between parked cars.
- The first row of parking places is reserved for CDC families.

## **REMEMBER TO KEEP YOUR SPEED TO 5 MPH OR LESS WHEN DRIVING ON CDC/CHURCH PROPERTY**

**A REMINDER:** Please do not leave valuables in your car. Thieves target parking lots of childcare centers because they know there will be a lot of people coming and going who may not know each other and because many people leave their purses in the car when they are just running in to get their child. Also, please do not leave your car running or leave any children (regardless of age) unattended in the car while you drop off or pick up.

**Please do not leave your baby or child unattended in the CDC hallway** while you go into a room to check out your other child. DSS states that all children in our facility must be under the direct supervision of an adult at all times.

**PICK UP PROCEDURE:** All persons authorized to pick-up children should have a copy of their driver's license number on file in the office (it is required information on the registration form). Parents/Guardians must give written consent to the office for anyone other than themselves to pick up their child. This is done by listing them on the registration form. If someone other than the parent/guardian is picking up, please ask the pick-up person to be prepared to show a picture ID. The pick-up person will be given a copy to give to the teacher in the classroom so that the teacher will release the child. In addition, parents may use a code word when someone other than the parent/guardian is picking up the child. Without notification from the parent/guardian no

one may pick up the child without verbal communication from the parent/guardian. The Director or her designee will call the parent/guardian to receive verbal permission for the person to pick up. That person will have to present a photo ID before they will be admitted to the CDC. Children must have a car seat in each car in which they travel.

If custody is an issue with a family, papers from the court must be on file in the CDC office. Without those papers, the CDC cannot legally prohibit parents from picking up

**ACCIDENTS / INJURIES:** If a child is injured while at the CDC the teacher will write an accident form. **The parent/guardian will sign the form when they pick up the child and they will be given a copy of the form.**

**IF A HEAD INJURY IS INVOLVED, the teacher will call the parent/guardian.** The parent/guardian can decide to come and see the child and whether to take the child home, to the doctor, or to leave them at the center until the end of the day.

No accident reports or bite reports will be sent via Tadpoles. All forms will be given to the parent/guardian or person picking up the child so that the CDC has a familial signature on file for the injury. If your child has caused an injury to another child a heart report will be written. We ask that you sign this form and you will be given a copy for your records.

Please inform the CDC Office if you take your child to the doctor, ER, or Urgent Care facility after an accident or injury at the CDC. The CDC must be notified if any treatment was given to your child so that it can be reported to DSS.

**BITING:** Although it is a developmental behavior, the CDC does not approve of biting. When a child is bitten a note is sent home to the parent telling them that the child was bitten and the biter also gets a note sent home letting the parents know that their child bit someone. No names are ever used. If this action continues, the Director and teachers will formulate a plan and will work to end the cycle of biting. No bite reports will be sent home by Tadpoles. Parents will be asked to provide crunchy snacks such as apples or bagels, washcloths that can be wetted and frozen, teething rings, or pacifiers for the child to chew on if their child is biting. The bitten child will be taught to use words such as, “No”, “Stop”, “I don’t like it when...” The CDC has a booklet about biting that can be picked up in the Director’s office.

## **ALLERGIES**

If a child does has any allergy to food, latex, medication, insects, or anything else,

please notify the CDC office so that we can make accommodations if possible. It is important for the child that all people working with the child are informed of their allergies and/or medical conditions.

Each child with an allergy must have a Child Health Plan on file. If a child needs Benadryl or other medication due to an allergy the parent must supply the medication, fill out a medication form, and supply a doctor's note if the medicine is to be ingested. If a child has an Epi Pen, the parent must supply the CDC with an Epi Pen, an action plan from the doctor, and a prescription for the Epi Pen. The Epi Pen will be kept in the classroom backpack so it is available wherever the child is located.

## **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 CDC** in order to keep the other children and our staff well. We appreciate your cooperation when you find alternative care for them during times of sickness and we appreciate when you pick them up promptly once notified that they are too sick to stay at the CDC.

**CHILDREN MAY RETURN 24 HOURS AFTER THE SYMPTOMS ARE GONE OR WITH A DOCTOR'S NOTE STATING THAT THE CHILD IS NOT CONTAGIOUS.**

There is help for families who do not have someone they can call when their child is ill. Go to **[www.care.com](http://www.care.com)** which provides sitters for sick children as well as regular babysitting services. It is helpful to have an account set up and to have the person come and stay or at least meet the child before you use the service when the child is sick.

**PLEASE NOTIFY THE CENTER IMMEDIATELY:** If your child has been diagnosed with a communicable disease, such as chicken pox, RSV, pneumonia, pink eye, thrush, Fifth's disease, hand-foot mouth, measles, whooping cough, etc. We have a responsibility to share this information with other parents and teachers in the center. Additional sanitizing may be required. Your child may return when they are no longer contagious. The center policy is not to reimburse for absences due to illness.

**SICK CHILD PICK-UP:** A parent/guardian or authorized person will be called to ***pick-up the child from the center within an hour*** if any one or more of the following symptoms are present:

**RASH:** If our staff notices an unusual rash, the parent will be notified. If it cannot be explained, an adult must come pick-up the child within an hour. The child may return with a doctor's note stating that the child is not contagious.

**COLDS:** The center understands that children get runny noses from teething and illnesses, however if it affects their participation including outside time the parent/guardian will be called and expected to pick up the child within an hour. The child may return if they have no other symptoms and can fully participate in the school day.

**NOSE RUNNING GREEN AND THICK, HEAVY CONGESTION, and HEAVY COUGH:** The parent/guardian will be called and the child must be picked up within an hour. The child may return with a doctor's note stating that the child is not contagious.

**FEVER:** If a child has a fever of 101 or higher, the parent/guardian will be called and the child must be picked up within an hour. The child may return when his/her temperature has been normal for 24 hours, without the aid of medication, i.e. Motrin or Tylenol, or if they 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 at all possible until they can resume participation in the classroom activities. **A PARENT/GUARDIAN NOTE IS NECESSARY STATING AT WHAT TIME & DATE THE FEVER BROKE. The half page form can be found on the bulletin board outside the Director's office near the Medication Forms.**

**RING WORM INFECTION:** If a teacher suspects a ring worm infection the parent/guardian will be called and the child can return the next day if treatment has been started. The infection will need to be covered by a hat at all times if on the scalp. If it is on the body treatment must be started and that all areas are covered by clothing or band aids as appropriate. **A MEDICAL NOTE IS NEEDED FOR A RING WORM INFECTION.**

**DIARRHEA:** If a child has three or more loose bowel movements in 24 hours they should not come to the center. If 3 loose bowel movements happen at the CDC, the parent/guardian will be called and the child must be picked up within an hour. A

parent/guardian will also be called if the stool comes out of the diaper even once. The child may return to the center 24 hours after the symptoms subside and he/she is eating normally and has resumed usual physical activity. The child may not be on any medication for diarrhea when they return and **A PARENTGUARDIAN NOTE IS NECESSARY STATING WHEN THE LAST BOWEL MOVEMENT OCCURRED. The half page form can be found on the bulletin board outside the Director's office near the Medication Forms.**

If the child is taken to a doctor they may return to the CDC with a medical note stating that the diarrhea was caused by an antibiotic or teething.

**VOMITING:** If a child vomits at the center, the parent/guardian will be called and is expected to pick up the child within an hour. ***If a child vomits before coming to the center please do not bring them in.*** The child needs to stay at home for at least 24 hours after the vomiting stops, the child is eating normally again, and can fully participate in all activities at the center. **A PARENT NOTE IS NECESSARY STATING THE TIME THAT THE CHILD LAST VOMITED. The half page form can be found on the bulletin board outside the Director's office near the Medication Forms.** **A MEDICAL NOTE IS NEEDED TO ALLOW THE CHILD TO COME BACK TO THE CENTER BEFORE 24 HOURS HAS PASSED.**

Our policy regarding diarrhea and vomiting is strict because infection can spread so quickly to other children and staff. We try to be reasonable regarding antibiotics, ear infections, and teething. Children who cannot play outside for whatever reason must remain at home until they are able to participate fully. We have no one to care for them. If your child is not acting like their regular self we may call you to come and pick them up as this is usually a symptom of something. Teachers will give courtesy calls if the child's temperature is rising or if they become listless after nap or if they become clingy. We do this so you can get in to see the doctor before they close or before a weekend or holiday.

**THERMOMETERS & TEMPERATURES:** Teachers use a digital thermometer under the arm of the child to take a child's temperature. Once the temperature is set the teacher will add a degree to what is on the thermometer. A child must go home if their temperature is 101 or higher. So if a thermometer reads 100, the parent/guardian will be called to pick up the child since the temperature is read as 101. We understand that a child may be teething or had shots so that they have a temperature. If this is the case, please *get a note from your doctor* at the time of the visit stating that the child is not contagious and they will be able to remain at the center. Without this note, we are



required to send them home and they cannot return until the fever has been gone for 24 hours and they are not on medication such as Tylenol or Motrin. This policy comes from DSS and DHEC and must be followed to help prevent the spread of illness in the classroom.

**CHILD'S ABSENCE:** We ask parents/guardians to let the teachers know in advance if a child is going to be absent. This is helpful for staffing and for curriculum planning. We also ask parents/guardians to use the feature on Tadpoles that allows you notify the teacher if the child is home ill and will not be at school that day. Since we care about your child and want to make sure that they have not been left in an unattended car we ask that you let us know when a child will not be attending the CDC. You can notify Tadpoles if your child is going to be late to school or not at school any day before the regular drop off day and time.

**MEDICATION:** Should a child require medication while at the center, a medication form must be completed and signed by the parent/guardian. The forms are kept on the bulletin board outside the Director's office. Give the form and the labeled medication, in the original container, to the child's teacher. We must have this form for all medications whether prescription or over the counter (OTC). Diaper cream, sunscreen, bug repellent, Tylenol, and Motrin are all OTC medications that need a medication form. If we are to give a child Tylenol, Motrin or any other OTC medication by mouth, a doctor's prescription listing the child's name, the amount to be taken, and for how long we can administer this medication and signed by a medical professional must accompany the medication and CDC medication form. Parents are responsible for showing the teachers how to administer medication, tube feedings, Epi Pens, and breathing treatments.

**THE FOLLOWING IS A LIST OF GUIDELINES CDC MUST FOLLOW TO GIVE MEDICATION:**

- **The medicine form dosage must match the label**
- **The medicine bottle must have the child's name printed on the label if it is a prescribed medication. Siblings cannot share medication unless both names are on the bottle. Each child should have their own syringe or measured spoon.**
- **We will not administer expired medication**

- **All medication must be in the original container**
- **Non-prescription medications must have your child's weight and age on the dosage label. All OTC medications that are taken internally must be accompanied by a medical note stating the child's name, dosage, and length of time for the medication signed by a medical professional.**
- **The child's age and weight must correspond to the age and weight listed on the medication**
- **A written schedule must accompany all medication so that the child receives the medication as and when needed**

**EMERGENCY CARE:** In case of an incident requiring immediate medical attention we will make every effort to reach the parent/guardian. If we cannot contact the parent/guardian, we will call the emergency contact person listed on the registration forms. If necessary, we will call paramedics and ambulance. Your child will be transported to the hospital that you specified on the registration form by emergency personnel.

Until arrival of a parent/guardian at the hospital or CDC, the physician, ambulance/paramedic, or CDC Director will be responsible for making all decisions concerning the care of the child. You will be expected to assume responsibility for any expenses involved in the above situations. The CDC will maintain signed parent consent form which is part of the yearly registration form.

## **EMERGENCY PLAN**

**EMERGENCY PLAN:** The following are the plans that our teachers will follow in an emergency.

**FIRE ALARM SOUNDS (DRILL OR NOT):** I Pad with parent/guardian emergency contact numbers. Teachers and children will not return to the building until told to do so by the Director or Designated Staff Person.

Rooms 100, 101, 102, 103, 104, & 105: Out the rear classroom door, to the left. and across front parking lot to far corner near the field. Rooms 106, 107, 108, 109, & 110: Out the rear classroom door and to the far end of the big playground by the fence or to the lot behind the fire station.

**CHEMICAL LEAK: STAFF PERSON WILL NOTIFY EACH ROOM:** Children are to be kept engaged in regular activities. Duct tape will be used to seal the back door.

**POSSIBLE INTRUDER FROM OUTSIDE: STAFF PERSON WILL NOTIFY EACH ROOM:** Teacher will close all curtains and shades. Teacher will make sure that back door is firmly locked. Teacher and children will maintain normal classroom schedule

**INSIDE INTRUDER: STAFF PERSON WILL NOTIFY EACH ROOM:** Children will be gathered into the inside corner of the room. Teachers will make sure that curtains and shades are open. Teachers will block off the bathroom and hall doorways with furniture. Teachers will engage the children in literacy activities until the emergency has passed.

**TORNADO: AIR HORN SOUNDS:** Children will be taken to the center of the CDC hallway by the teachers and all will remain sheltered in place until the emergency has passed. Teachers will engage the children in literacy activities. If the class is in the gym, the children and teachers will shelter in the bathrooms in the gym.

**EMERGENCY EVACUATION PLAN:** In the event of an emergency where we cannot remain in the building, all of our children and staff will be relocated to Pelham Road Elementary School parking lot. You will be notified by Tadpoles if we have to evacuate and a message will be left on the CDC voicemail.

## **COMMUNICATION**

**NEWSLETTERS:** A monthly newsletter is sent via Tadpoles to all registered families. The newsletter contains the monthly calendar of events, articles about policy and procedures.

**NOTICES:** Notices to parents about upcoming activities are posted on the wall next to the door into the CDC. They are posted daily along with a prayer and a safety tip. Parents also need to check the doors to the classrooms for notification of illness in the

classroom and sign-up sheets for parties or classroom activities.

**EMERGENCY NOTICES:** If an emergency happens at the CDC all parents will be notified by Tadpoles. Teachers will also call the contact numbers for the parents.

## **CHILDREN'S DISCIPLINE**

**DISCIPLINE POLICY:** Teaching, directing, and redirecting is our form of discipline. It is our goal that Christian love will be at the heart of our 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 if a child might hurt themselves or others). The child is encouraged to play quietly until they can return to the group.

### **WE HAVE 3 RULES AT THE CDC**

***You cannot hurt yourself***

***You cannot hurt a friend or teacher***

***You cannot hurt our toys/equipment***

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

**HEART REPORT:** Parents/Guardians will sign and get a copy of each heart report. These reports are records of behavior by a child that do not reflect typical normal child behavior for a young child. **Teachers will fill out the report and sign it and will secure a parent/guardian signature before the child and parent/guardian leave that day.** This will allow a parent/guardian to have notice of behavior that is not typical and can be disruptive for the classroom and even harmful to the other children and/or teacher. Heart Reports are serious and may require a meeting of the parents and Director to determine the child's continued enrollment in the CDC.

**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 (Abuse & Neglect – 864-467-7700/After-hours 864-467-7750) and to OHAN (Out of Home Abuse and Neglect)(803) 898-7669.

**CHANGES AT HOME:** Parents/Guardians are asked to notify the teacher of any situation that may affect a child's behavior. Guests, travel, moving, new baby, changing from a crib to a toddler bed, or other family issues and undue stress are generally things that upset children. Teachers cannot help them if we are not aware of the changes at home.

**DISMISSAL OF A CHILD:** Pelham Road Baptist Church CDC reserves the right to dismiss a child at any time. Some causes leading to dismissal may include but are not limited to discipline problems, children becoming a threat to themselves or others, nonpayment of fees, continual late pick-up, need for one-on-one care, and/or failure to follow CDC's policies. Dismissal is never done quickly or without consultation with parents/guardians and teachers to make changes to help the child. The CDC is not equipped to handle the needs of some children and the welfare of all the children in the classroom/center must be taken into account. The CDC may require that a parent/guardian seek intervention services in order to continue enrollment of their child in the CDC.

## **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.

**SHOES:** *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 a safety hazard and we want your child to be safe all day.*

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

**WHAT TO BRING:** All personal items (including child's clothing, lunch items, blanket, "lovey", outer-wear, specials, etc.) should include their first and last names. The CDC is not responsible for lost, damaged, or stolen items. Please restrict the bringing of personal toys to show-and-share days only. Even show-and-share items should be labeled with child's name. Encourage children to leave toys in the car, or put them in their bag in the hall immediately upon arrival. Young children have a hard time when their toys are in the classroom because they do not want to share and others want to play with them.

***THE CDC SUPPLIES ALL CRIB SHEETS, BIBS, AND BURP CLOTHS FOR  
INFANTS.***

**WHAT NOT TO BRING:** Small toys, coins, latex balloons, or jewelry including amber teething necklaces are a choking hazard for a young child and should not be brought to the center by any child. Babies, Toddlers, and 2s should not wear hoop earrings if their ears are pierced. Young children will grab anything that is shiny and may hurt your child's ears.

Toys that promote aggressive behavior such as guns, knives, wrestling gear, and soldiers/action figures ARE NOT ALLOWED in the Center. Please do not let children bring any hand-held devices, phones, or cameras. The center will not be responsible for damage or loss.

Glass containers or bottles ARE NOT ALLOWED in the CDC for safety of the children and the staff. Glass baby bottles and baby food containers are acceptable in the Infant Rooms.

Also please remove all strings from hats, coats, and mittens/gloves. These strings

become a danger on the playground where they may get caught on the play equipment.

**Flip flops and Crocs ARE NOT ALLOWED in the center.**

#### **ITEMS NEEDED DAILY:**

- Pacifier(2 per day), “lovey”, special, or blanket for napping \* (if used)
- Crib sheet or sleep roll for those sleeping on mats \* (REQUIRED)
- Extra clothes (3 sets including pants, shirt, underwear, and socks)—appropriate for the season. Please send 5 or more outfits when teething or toilet learning. +
- Labeled bottles with caps, food/cereal or daily lunch (Tuesday, Wednesday, Thursday) - no glass , please except in the infant rooms □
- Diapers, training pants, wipes

\*May remain at the center and be stored in child’s cubby, but must be taken home Friday for washing over the weekend

+In order to prevent the spread of germs, soiled training pants or clothes cannot be washed or rinsed at the center. The soiled items will be placed in a plastic bag and put in the child's bag in the hall or over the crib to be taken home at the end of the day.

□ The center cannot rinse or wash bottles, bowls, utensils or sippy cups and re-use them during the day. Please review our “Lunch and snacks” as well as our “Bottle and Sippy Cups” policies.

#### **PHYSICAL ACTIVITY**

**CDC INDOOR & OUTDOOR POLICY:** Physically active play is important for the health and development of all children. The CDC is committed to providing children with opportunities to move throughout the day.

#### **PLAYGROUND**

- **Teachers should follow the written playground schedule**
- **Teachers should interact with children and rotate around the playground to ensure safety**
- **Children should always climb up the stairs and slide down the slide**

- **Children should never leave the playground without an adult**
- **Toys should be put away at the end of outside time**
- **Water should be offered every 15 minutes if the temperature is above 90 degrees**
- **All children should be back in the classroom at 5:00 PM each day whether from the playground or the gym so that parents do not have to look for them**

**TIME:** We provide children 1-5 years old with at least 90 minutes for indoor and outdoor physical activity every day. The CDC sees the outdoors as an extension of the classroom, so children not only enjoy the outdoors through physically active play, but also through other learning activities. During inclement weather infants and toddlers will stay indoors, but get the same total amount of time for physically active play. 2 year—olds, 3 year-olds, and 4 year-olds will go to the gym for physical activity during inclement weather. Throughout the day we look for opportunities to keep children moving and limit the amount of time they are expected to remain seated.

We offer tummy time to non-crawling infants at least 4 times per day. As weather allows, we strive to take infants outside two times per day or more so that they can enjoy the sights and sounds. To help infants build their strength and coordination, we limit the amount of time that infants spend in seats, swings, and jumpers.

We ask that families support our efforts by dressing children ready for play. This includes closed-toed shoes and clothing that is appropriate for the weather and allows children to comfortably run, jump, and climb both indoors and out. In the summer we ask that parents/guardians provide non-spray sunscreen for their child.

**EQUIPMENT & ENVIRONMENT:** The CDC seeks to provide a fun and challenging play space that encourages movement and learning. We provide a variety of play equipment (balls, jump ropes, tricycle, etc.), in good condition both indoors and outdoors. Additionally, books and posters in our classrooms help to teach children about the importance of physical activity.



Outdoors, shade is provided on the big playground by the trees and on the little playground by the umbrellas. Once the temperature reaches 90 degrees we offer water to the children every 15 minutes and we encourage each family to send a water bottle with their child daily so they can hydrate inside and outside.

Our goal is to change our playground from one with static play equipment like the climbing pieces, slide, and fire truck to a natural playground with large sand pits, grassy areas, a stage, a dirt place, and more shrubbery to block the playground from street-side view. The infant/toddler playground would be all grass and no mulch with a sand pit, small hillocks, and a path for the riding toys. Both playgrounds would have more trees, bushes, and larger garden beds to provide variety and shade. We will eliminate mulch and have only poured mulch for the toddler trike path and under the swings.

**SUPPORTING PHYSICAL ACTIVITY & OUTDOOR LEARNING:** Teachers actively encourage children's physical activity during daily free play time, daily adult-led games and activities, and weekly lessons on gross motor skills like throwing, catching, and kicking. We provide/participate in professional development on early childhood physical activity and outdoor play & learning twice a year. Additionally we share information and tips in our parent newsletter to support children's physical activity and enjoyment of the outdoors at home.

**IF A CHILD IS TOO SICK TO GO OUTSIDE, THEY ARE TOO SICK TO COME TO THE CENTER. WE HAVE NO ONE TO WATCH CHILDREN WHO DO NOT GO OUTSIDE WITH THEIR CLASS.**

## **FOOD / DRINK**

### **LUNCHES AND SNACKS:**

- A hot lunch is served Monday and Friday and breakfast is served each morning before 8:30 AM and snack is served after naps daily.
- Parents/Guardians provide lunch Tuesday, Wednesday, and Thursday.
- Beverages are supplied by the CDC. Milk and water only, are served at the CDC—whole milk for those under 2 years of age and skim milk for those over the age of 2. *Fruit juice, Gatorade and Chocolate milk are not served even if sent from home unless accompanied by a note from the child's doctor.*

## THE CDC IS NOT A PEANUT/NUT FREE ENVIRONMENT

If a child has an allergy and cannot be in an environment where peanuts/nuts and peanut butter are served or eaten, then this is not the center for them. We can recommend several centers that are nut free.

### **FAMILIES ARE ASKED TO SEND THE FOLLOWING FOR SNACKS/LUNCHES ANY TIME THE CHILD DOES NOT EAT CDC FOOD:**

- A protein for each snack or lunch—may be low fat dairy
- A vegetable or fruit for each snack or lunch
- Whole grain item for snack or lunch
- No carbonated drinks, candy, gum, or junk food.
- No fruit juice, fruit drink like Capri Sun, or Gatorade. No chocolate milk will be served.
- No Lunchables, chips, Doritos or other high calorie foods.
- Please label you child's lunchbox and all the containers with the child's name.
- It is helpful if the lunchbox has a cool pack for items that need cooling. Cold items should be in separate containers from items needing warming.
- Do not send any glass containers except for baby bottles in the infant rooms.

We serve nutritious, child approved food for 18 months-old through 5 years of age. We use a four week rotating menu which is always subject to change based on availability of food items from our provider. Lunch, breakfast, and snack menus are posted in the classroom and on the bulletin board outside the Director's office. The cost of lunches and snacks is included in the weekly tuition fee.

Please bring your child before the scheduled meal or snack time for the classroom. It helps to keep everyone on schedule for the day. You may feed your child in the Resource Room (next to the Director's office) if you come after scheduled meal times and then bring them to the classroom before you leave.

**FORGOT LUNCH?** The CDC will provide lunch if it is forgotten. The CDC will serve your child a peanut butter and jelly sandwich, applesauce, another available fruit or vegetable, and milk. \$5.00 will be charged to your Tuition Express Account.

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

- **Maximum cook-time for heat-ups is 2 minutes (this includes frozen dinners) per child**
- **Meals are to be sent in microwave-proof containers, ready for heating**
- **All food is to be cut or prepared and ready-to-eat**
- **All food should be in a container or on a plate ready to serve—cold items should be separate from items to be heated**
- **No glass containers are allowed in the CDC except in the infant rooms**
- **No Gatorade, fruit drinks/juice, or chocolate milk will be served from home**

**PLEASE DO NOT SEND:** For children under the age of 2:

- Whole grapes unless cut in half or smaller
- Whole hot dogs unless pieces are cut into quarters
- Nuts
- Popcorn
- Strawberries (unless you have tried these at home without incident)
- Oranges, citrus fruit, mandarin oranges (unless you have tried these at home without incident)

**CDC PROVIDES FOR EACH CHILD:** The CDC provides milk and water for those children no longer needing formula. Parents do not need to send a beverage unless allergic or on a special diet. CDC also provides plates, cups, and spoons.

**CELEBRATIONS:** Birthdays and holiday parties are an important event in a young child's life and we look forward to celebrating with your child. **Families are welcome to bring STORE BOUGHT food for the class to share at afternoon snack. Please bring mini cupcakes, or cookies, or mini muffins AND a fruit/vegetable with yogurt for a healthy choice option.** The CDC asks that you coordinate with the classroom teacher and check for allergies before making plans. This is also necessary so that the **teachers can notify parents/guardians 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. The teacher or the CDC office can supply you with the names of all the children in the classroom.

**BOTTLE AND SIPPY CUP POLICY:** Due to DHEC 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**

- All bottles must be made at home and the bottles labeled with the child's name and the day's date, including the tops with labels from Applied Labels

### **Older Infants & Toddlers**

- After a child turns one they will be introduced to sippy cups. By the time they turn 2 they will be introduced to small regular drinking cups. The CDC supplies the sippy cups and regular cups.
- Small paper cups will be offered to the children while playing outside on hot days
- All children are asked to bring a plastic water bottle each day so they can remain hydrated

### **All other Rooms**

- Will use small cups for all meals and snacks. Sippy cups will not be used in these classrooms.
- Small paper cups will be used when children are offered water while playing outside on hot days
- All children are asked to bring a plastic water bottle each day so they can remain hydrated

**WATER BOTTLE:** All children age one and up are required to provide a water bottle each day. We ask that they be plastic with a screw top and a straw that can be covered. This way the child can get water whenever they want and are able to stay hydrated throughout the day.

**CDC NUTRITION POLICY:** We are committed to providing healthy foods and beverages and positive mealtimes so that your child can learn good eating habits and grow up strong.

### **FOODS AND BEVERAGES:**

- **Children are offered a fruit and/or vegetable at every meal and snack**
- **We do not serve fried foods, high fat meats, or vegetables cooked in fat**
- **Sweets and salty snacks are offered once a month or less**

- We offer only healthy beverages like non-fat white milk and water to children ages 2 and older

#### **MEALTIMES:**

- Teachers and children eat lunch and afternoon snack together, family style so that children can learn and practice table skills
- Teachers talk with children about healthy habits and healthy foods, and check-in with them about hunger and fullness
- Teachers never force or bribe children to eat any particular foods or to clean their plates

#### **NUTRITION EDUCATION:**

- Children learn about food and eating each week through stories and activities
- Each year, all staff and teachers participate in training on nutrition topics

**MILK:** Milk is kept in the refrigerators in the Laundry Room. If the children in your room are under the age of 2 they need to drink the whole milk, those over 2 drink the skim milk.

**SNACK:** Snack is brought to your classroom and is kept in the Laundry Room. Teachers should follow the printed menu which should be posted in the classroom and on the board outside the Director's office. There are times when adjustments have to be made to the menu. Please use the food as listed or as distributed.

If there are any children in your room with a peanut allergy, **DO NOT BRING BANNANA NUT MUFFINS INTO THE ROOM.**

Children have to have the opportunity to try food multiple times and teachers are expected to serve them each time whether they ask for it or not.

#### **FAMILIES**

**FAMILY INVOLVEMENT:** There are many ways in which families can be involved in our center. They have the opportunity to go on field trips, help out with parties, participate in Center workdays, participate with book drives/sales, and by donating toys or other items for special projects. It is important that families become involved in their

child's childcare experience. It helps families to build a relationship with the teachers and other families. These relationships are invaluable to our program and help the child realize that their family thinks that they are important. There are several functions during the year which we would like to have chaired by a parent/guardian. If interested, please contact the Director.

**CHILD DEVELOPMENT CENTER COMMITTEE:** A committee comprised of Pelham Road Baptist Church members elected by the church and two/three non-church members who are CDC parents/guardians selected by the Director to work with the Director to develop policies for the Child Development Center. Parents/Guardians serve a two year term. The committee meetings are scheduled for the third Wednesday of each month at 6:15 PM in the Resource Room of the CDC.

**FAMILY SURVEYS:** Family surveys are emailed yearly to obtain formal feedback about continuous improvements and parent satisfaction.

**STAFF SURVEYS:** Each spring teachers fill out an online survey in order to improve policies and program.

## **FIELD TRIP POLICY**

**(Only for Dog & Cat, Tree House, Robin, Rainbow Classrooms)**

**FIELD TRIP POLICY:** Children learn through doing, so planned field trips are used to enhance classroom learning.

Only children who are in the Robin, Rainbow, Dog & Cat, and Tree House rooms will go on field trips using the PRBC-CDC buses unless riding with their parent/guardian.

*Two year-olds may take a walking field trip to the fire station next door in the fall and ride the buses in the summer, when they have turned 3, to the zoo.*

**All children will wear seat belts. All children will be counted and checked off a bus list each time when entering and leaving the bus at all stops. Teachers, bus drivers, and extra staff will also go on the field trip.** Parents are invited to accompany their children on all field trips. **Teachers will have a first aid kit and all contact information in addition to the classroom I Pad with them on the field trip.** Please make sure you leave a number where you can be contacted on field trip day on your permission form. The CDC will provide water for any lunches away from the center. Parents/Guardians are asked to send food in disposable containers. Please do not send

candy, soda, or glass containers on field trips.

Separate permission forms will be sent home in advance of each field trip and will include items to bring and cost per child. The permission forms are to be returned to the classroom teacher who also collects any fees. If you cannot afford the field trip fees, please see the Director.

## **FACEBOOK, INSTAGRAM, VIDEOS, PHOTOS, MUSIC, TELEVISION:**

Enrollment of your child in the CDC grants the CDC permission to photograph your child in the CDC and at CDC sponsored events. Pictures of children enrolled in the CDC may be used on the CDC Facebook page and other social media, however names will not be used and no photo may be tagged. These photos and videos may also be used in advertising or documentation used for or in the CDC and Pelham Road Baptist Church.

**MUSIC:** Richard Morris (Musical Kidz) comes each Monday afternoon and provides live music in all the classrooms as part of the weekly tuition fee. The children use musical instruments, scarves, and are able to participate with their friends in making music. Children's music is sometimes played in the classroom, especially at nap time. **Around the Christmas holidays teachers may play Christmas music on the classroom radio.**

**TELEVISION:** **No child under the age of 2 may watch TV at the CDC.** Older children may watch a pre-approved G/PG rated movie during holiday times at the CDC. At no time will a child watch TV for more than 20 minutes at a time and the program must be related to SC Early Learning Standards.

**REWARDS:** The CDC does not use tangible rewards for good behavior. The teacher will use words of praise or even a high five, but no trinkets, stickers, treats, or candy will be given to reward good behavior. The CDC wants the child to want to be good so that they can be part of the group of learners not so they can get something.

## **CDC POLICIES**

**REST/NAP TIME:** Rest and nap time is required for each full-day program for all children.

- Each child will be provided his/her own crib or mat.
- Children may bring a small comforting doll or stuffed animal, lovey, special, blanket, or approved pacifier to be used at naptime.
- Families must limit the number of items that each child brings as storage space is limited in the classroom and all must be taken home weekly for washing.
- Families must supply a crib sheet or sleep roll for children to use once they have transitioned from a crib.
- Please label all items from home with the child's first and last name.
- If your child does not sleep they will be given activities to do while on their mat. They must be quiet and respectful of the other children in the classroom.

**TODDLERS AND SHOES:** All children age one and above must wear shoes at all times while at the CDC. When transitioning from an infant to a toddler room, please be advised that you will need to provide shoes and socks for your child each day.

**CLOTH DIAPERS:** Families who choose to use cloth diapers are required to purchase or pay for the purchase of a standard size step-on stainless steel trash can for the use of their child to hold dirty diapers for daily pick up. This trash can will move with their child from class to class until the child is no longer wearing cloth diapers. At that time the family can either remove the trash can from the Center or donate it to the Center.

## **BREASTFEEDING SUPPORT**

**THE CDC SUPPORTS FEEDING MOTHERS:** The CDC is supportive of Moms who breastfeed and Moms who bottle feed. We just want to make sure that all children get a healthy start and they have enough food for the entire time they are present at the CDC.

A special place has been set aside for Mothers to feed their babies—either breastfed or bottle fed. We also have now included information about breastfeeding in each infant classroom and the CDC office for those interested.

All breast milk bottles must have a special red writing on a white label and be stored in



the classroom refrigerators. These labels can be purchased with the other labels from Applied Labels.

In addition, the CDC is using some classroom materials in our infant/toddler rooms to normalize breastfeeding for the children.

Emergency breast milk may be frozen and stored in the CDC freezer to use when a parent/guardian runs late and more milk is needed than normally allotted.

## **CALENDAR / HOLIDAY CLOSURES:**

The holiday closures are listed on the CDC Calendar on the childcare page of the church website ([www.pelhamrod.org](http://www.pelhamrod.org)). The CDC does not pro-rate for holidays, illness, family vacation, inclement weather, or in-service work days.

### **2019-2020 CDC Calendar**

#### **2019**

<b>AUGUST 9, 2019</b>	<b><u>LAST 2018-2019 DAY FOR ALL CHILDREN ENROLLED IN CDC</u></b>
<b>August 12, 13, 14, 2019</b>	<b>CDC Closed for Teacher In-service Days**</b>
<b>August 14</b>	<b>CDC Family Supper &amp; Open House at 5:00 PM Family Life Center; <i>Sign-up Genius</i></b>
<b>AUGUST 15</b>	<b>FIRST DAY OF THE 2019-2020 SCHOOL YEAR</b>
<b>September 2</b>	<b>CDC Closed Labor Day Holiday</b>
<b>September 6</b>	<b>Grandparent/Special Person Ice Cream Social/<i>Sign-up Genius</i></b>
<b>October 1-31</b>	<b>Canned Food Drive- Help us fill the grocery cart for Greer Relief!</b>
<b>October 7-11</b>	<b>Nest, Bee Hive, Turtle Parent Conferences/<i>Sign-up Genius</i></b>
<b>October 14-18</b>	<b>Butterfly/Owl Room Parent Conferences/<i>Sign-up Genius</i></b>
<b>October 21</b>	<b>CDC Classroom Bulletin Board Decorating Contest</b>
<b>October 21-25</b>	<b>Sunshine/Chipmunk Rooms Parent Conferences/<i>Sign-up Genius</i></b>
<b>October 28-Nov. 1</b>	<b>Robin/Rainbow Rooms Parent Conferences/<i>Sign-up Genius</i></b>
<b>October 31</b>	<b>All Saints Day Parade 3:30PM in Sanctuary</b>
<b>November 1</b>	<b>Tolbert the Turkey Feathers Go Home</b>
<b>November 11</b>	<b>Tolbert the Turkey Feathers Return for Display</b>
<b>November 4-8</b>	<b>Dog &amp; Cat/Tree House Rooms Parent Conferences/<i>Sign-up Genius</i></b>
<b>November 15</b>	<b>Dog &amp; Cat/Tree House Thanksgiving Feast/<i>Sign-up Genius</i></b>
<b>November 28-29</b>	<b>CDC Closed Thanksgiving Holiday</b>

December 2	CDC Classroom Bulletin Board Decorating Contest
December 7	Staff Training & Christmas Luncheon
December 13	Christmas Program – 6:15 PM Sanctuary; Butterfly/Owl video, Sunshine/Chipmunk, Robin/Rainbow, Dog & Cat/Tree House Rooms Perform– Nest, Bee Hive, & Turtle Rooms Art in The Gathering Place
December 24, 25 & 26	CDC Closed Christmas Holiday
December 31	CDC Closed for New Year Holiday

## 2020

January 1, 2020	CDC Closed New Year Holiday
January 2	2020-2021 Registration starts for CDC & Church Families
January 31	Registration ends for CDC & Church Families
February 3	Registration Opens for Greenville Community
February 3	CDC Classroom Bulletin Board Decorating Contest
February 10-14	Love of Reading Book Drive—Parent Support
February 14	Treats for the Teachers—Parent Support/ <i>Sign-up Genius</i>
March 2-6	Nest, Bee Hive, & Turtle Rooms Parent Conferences/ <i>Sign-up Genius</i>
March 9-13	Butterfly/Owl Rooms Parent Conferences/ <i>Sign-up Genius</i>
March 16-20	Sunshine/Chipmunk Rooms Parent Conferences/ <i>Sign-up Genius</i>
March 20	Spring Program—6:15 PM Sanctuary; Butterfly/Owl Rooms video, Sunshine/Chipmunk, Robin/Rainbow Rooms Perform—Nest, Bee Hive, Turtle Rooms Art in The Gathering Place
March 23-27	Robin/Rainbow Rooms Parent Conferences/ <i>Sign-up Genius</i>
March 30-April 3	Dog & Cat and Tree House Rooms Parent Conferences/ <i>Sign-up Genius</i>
April 1	CDC Classroom Bulletin Board Decorating Contest
April 9	Easter Egg Hunt – Morning recess (9-11 AM) Parent Support/ <i>Sign-up Genius</i>
April 10	CDC CLOSED for GOOD FRIDAY
May 6	Teacher Appreciation Luncheon—Parent Support/ <i>Sign-up Genius</i>
May 8	For Those Who Love Us—The Gathering Place 7-9 AM—Treats for Parents/Guardians
May 15	Graduation for Dog & Cat and Tree House Rooms Sanctuary, 6:15 PM
May 25	CDC Closed Memorial Day Holiday
June 5	GHS Children’s Hospital Play-a-thon –Parent Support/ <i>Sign-up Genius</i>
June 8	CDC Summer Program Begins

July 2	4th of July Parade & Family Activity 3:30 PM Sanctuary
July 3	CDC CLOSED for July 4 <sup>th</sup> Holiday
August 3-7	Last Week of 2019-2020 School Year
August 5 & 6	Transition Days for Rising Sunshine, Chipmunk, Robin, Rainbow, Dog & Cat, and Tree House children
<b>AUGUST 7</b>	<b>LAST DAY OF 2019-2020 SCHOOL YEAR FOR ALL CHILDREN ENROLLED IN CDC</b>
August 10, 11, 12	CDC Closed for In-Service Days
August 12	CDC Family Supper & Open House/Enrichment Programs Family Life Center; 5:00 PM/Sign-upGenius
<b>AUGUST 13</b>	<b>2020-2021 SCHOOL YEAR BEGINS</b>

## CDC COMMUNITY PARTNERS

**SCPITC DESIGNATION BREASTFEEDING FRIENDLY CHILDCARE CENTER.** The CDC is one of 15 recognized sites in South Carolina.

**LIVE WELL GREENVILLE EARLY CHILDHOOD WORKGROUP IS A PARTNER WITH THE CDC.** The CDC is in a pilot program to improve nutrition and physical activity in preschool classrooms in Greenville childcare centers. Our teachers work with the children each year to provide more active physical activity in the classroom, outside, and while learning. Live Well nutrition has centered on changes in our four week rotating menu. We also now ask parents to send healthy lunches, snacks, and party items. Thank you for your support of this initiative.

**PALMETTO SHARED SERVICES ALLIANCE HAS PARTNERED WITH THE CDC TO PROVIDE COST SAVINGS IN THE SUPPLIES AND FOOD WE PURCHASE.** We can also list any childcare openings we have on their web site and advertise for new employees through the web site. In the past year we have saved over \$2,000.00 in supply and plumbing costs using Palmetto Shared Services Alliance.



**GREENVILLE COUNTY CHILDCARE ASSOCIATION: All employees are encouraged to become members of GCCA by going online to [www.greenvillechildcareassociation.org](http://www.greenvillechildcareassociation.org) and paying the membership fee. GCCA holds trainings twice a year for the membership fee and a yearly conference with a separate fee for a total of 15 DSS approved professional development hours.**

## **CONTACT INFORMATION**

**Director (2018-19):**

**Susan Kear, M.S.**

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864-288-7674 CDC Office

**Assistant Director (2018-19) Director (2019-20):**

**Rachel Cernogorsky**

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864-288-7674 CDC Office

**Morning Manager**

**Susy Tobon**

Owl Room - Room 105

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**Afternoon Manager**

**Tiffany Butler**

Chipmunk Room—Room 108

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**Fax Number:**

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**Cleaning & Maintenance: City Wide Maintenance Service**

**Pelham Road Baptist Church**

**Pastor: John Roy**

**Associate Pastor: Sam Coates**

**Church Administrator: Lana Ogle**

**Development Pastor: Ashley Twitchell**