

Bethany Child Development Center (CDC) is an outreach ministry of Bethany United Methodist Church.

Bethany CDC is licensed by the SC Department of Social Services.

**Mission Statement:** The mission of Bethany Child Development Center is to provide a high quality early childhood program in a safe and nurturing environment which promotes the physical, social, spiritual, emotional and intellectual development of young children.

**Philosophy:** Bethany CDC believes that children learn best through purposeful play in an environment that is carefully structured to provide opportunities for discovery and exploration, critical thinking and problem solving at each child's developmental pace. Our job as educators is to facilitate their journey by providing a variety of developmentally appropriate materials while following the SC educational standards of the "Good Start, Grow Smart" program.

In our program, you will see:

- frequent, positive, warm interactions among adults and children
- planned learning activities appropriate to child's age and development such as block building, art, stories, puzzles, music and movement, large and small group time and outdoor play
- specially trained caring teachers
- small children / teacher ratios
- many varied age-appropriate learning materials
- a healthy and safe environment for children to experience success and develop a love of learning
- nutritious snacks
- regular communication with parents who are welcome visitors at all times
- effective administration

Bethany CDC admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Rev. 4/09, 6/10, 6/11

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## A WORD FROM OUR PASTOR

Dear Parents:

We are delighted that your child is enrolled in the Bethany Child Development Center program. I join with the Child Development Center staff and Bethany United Methodist Church in welcoming your family to this wonderful opportunity for your child to learn and be nurtured. We look forward to the joyous experience of sharing with your precious child in these formative years. We will make every effort to provide an environment and atmosphere conducive to his/her learning in the context of Christian faith and caring.

You will be pleased with our splendid staff. They are highly qualified and experienced and possess a love for, and commitment to, children. It is our hope that you will work closely with the Director and your child's teacher to ensure a positive reinforcement of their learning experience.

Finally, I want to assure you of my deep interest in your child and her/his experience in the Bethany Child Development Center. Please do not hesitate to call on me if I can help in any way. If your family does not presently have a church home, I trust that you will consider making Bethany a part of your life and work.

Sincerely,

Robert J. Howell, Jr.  
Senior Minister

RJH:mhg

## BETHANY CHILD DEVELOPMENT CENTER

TO CONTACT US: On the web: [www.bethany-umc.com](http://www.bethany-umc.com)  
By email: [englertv@bethany-umc.com](mailto:englertv@bethany-umc.com)  
[monag@bethany-umc.com](mailto:monag@bethany-umc.com)  
By phone: 843-821-1946  
By fax: 843-873-1937  
By mail: 118 West Third South Street  
Summerville, SC 29483

### ENROLLMENT REQUIREMENTS

<u>PROGRAMS OFFERED</u>	<u>DAYS OFFERED</u>	<u>ELIGIBILITY</u>
Toddler	M/W or T/TH	18-23 months by Sept. 1
Two Year Olds	Two days (T/TH) Three days (M/W/F)	2 by Sept. 1
Three Year Old	Two days (T/TH) Three days (M/W/F)	3 by Sept. 1
Four Year Old	Three days (M/W/F) Four days (M-TH) Five days (M-F)	4 by Sept. 1
Kindergarten	Five days (M-F)	5 by Sept. 1
Extended Care (Lunch Bunch)	One or more days (M / T / W/ TH)	2's - Kindergarten

Class Placement Policy- The placement of children into specific classrooms prior to the beginning of each school year will be based on a number of factors including child's birthday, ratio of male/female students in each class and accommodation of children of staff. Additionally, an effort will be made to place returning children with at least one former classmate. Parent request of a specific teacher in the four year old class will be given consideration but not guaranteed. The ultimate decision will be made at the discretion of the Director.

## PRESCHOOL PROGRAM

### PURPOSE/OBJECTIVE:

The purpose of Bethany United Methodist Church Child Development Center is to give children their first exposure to education and social development within a Christian environment. We are committed to helping young children grow and develop socially, emotionally, intellectually, physically and spiritually in a developmentally appropriate environment.

Our goal is to provide a nurturing, safe and positive environment where children can experience success and develop a love of learning.

### CURRICULUM:

United Methodist Preschool Curriculum and the Creative Curriculum are used as the basis for our program. We follow the SC School Readiness Guidelines, "Good Start, Grow Smart", for 3, 4 & 5 year old children.

Our teachers provide opportunities to encourage and to support the development of the individual child by providing an ever-changing variety of developmentally appropriate materials and equipment which facilitate opportunities for discovery and exploration, critical thinking and problem solving at each child's own developmental pace. Each day brings opportunities to play, to investigate, and to express ideas through center-based hands-on experiences in:

#### FAMILY LIVING/DRAMATIC PLAY:

Planning, working, and cooperative play in an organized experience fosters social skills, role playing, creativity and problem solving.

#### CREATIVE ART:

Self-expression through the use of paints, clay, crayons, and other media emphasizing the *process of creating, not the product* is important to children

#### LARGE GROUP:

Enjoying stories, verse, rhyme, song, fingerplays, conversation and dramatization.

**MUSIC:**

Attending weekly music class in addition to daily music experiences including: responding rhythmically to singing, use of instruments, exploring different musical styles and composers.

**BLOCK/ BUILDING:**

Exploring spatial relationships, concepts of weight, symmetry and balance as well as cause and effect.

**MANIPULATIVE/TABLE TOYS:**

Providing opportunities to develop sorting, matching, classifying, patterning and eye-hand coordination skills.

**SCIENCE AND DISCOVERY:**

Providing opportunities for observation, inquiry, prediction, classification and comparison.

**SENSORY:**

Exploring physical qualities of a variety of materials such as sand, water, rice, shaving cream and "goop".

**HEALTH AND SAFETY EDUCATION:**

Learning importance of good health habits and safety rules.

**EATING TOGETHER:**

Learning and practicing good table manners and self help skills, developing healthy eating habits.

**FIELD TRIPS:**

Visiting points of interest in and around the community to help the child establish appreciation of people who contribute to his life and to extend learning opportunities beyond the classroom.

## KINDERGARTEN PROGRAM

### PURPOSE/OBJECTIVES:

Our goal is to provide a kindergarten program in which learning is both enjoyable and purposeful based on clearly defined goals.

Bethany's objective is to help each child develop a positive self-image and to be ready for entrance into the first grade.

At Bethany we are committed to helping young children grow and develop socially, emotionally, intellectually, physically and spiritually in a developmentally appropriate, Christian atmosphere. Our staff strives to provide a warm, nurturing, and safe environment where the individual child is provided a positive learning experience.

### CURRICULUM:

Learning experiences are defined by the State Kindergarten Standards adopted by the SC Board of Education and the developmental needs of the individual child. (A complete listing of the SC Kindergarten Standards can be found by visiting [www.myschools.com](http://www.myschools.com)).

The Bethany CDC kindergarten curriculum is centered on the developmental needs and interests of five-year-olds, aiming to foster growth in the areas of social, emotional, spiritual, physical, and academic development. We recognize that young children learn best by "hands-on" experiences as much as possible and practical. Both small and large group instruction, with individual instruction where needed, are supported by high-interest learning centers. This is accomplished by providing a wide-variety of appropriate materials and equipment that facilitates learning at the child's own developmental pace.

The philosophy of widely recognized and successful programs such as Saxon Math and the STEP into Reading program are the foundations of our academic program. These are supported by literacy materials from Rigby and the Wright Group. Time for small and large motor activities, science, and social studies experiences are incorporated into the curriculum design.

The enrichment of field trips and guest presentations augment the classroom program. Creative expression is encouraged in all areas.

Spiritual nurturing seeks to develop an appreciation for the presence of God in our lives. The inclusion of Bible stories and devotionals help the children to realize the importance of each person as one of God's special creations.

Kindergarten attendance is required in the state of South Carolina. In the event of an absence, a written excuse is required.

### **EXTENDED CARE PROGRAM- "LUNCH BUNCH"**

This option is available exclusively to families with children in the CDC two year old through kindergarten programs with limited enrollment.

Lunch Bunch is currently available Monday, Tuesday, Wednesday, and Thursday from 12:00 p.m. - 2:00 p.m. for the preschool and 1:00 p.m.-2:00 p.m. in kindergarten.

Your child will need to bring a lunch and drink from home clearly labeled with their name. Please note that there is no refrigeration for these lunches, so insulated bags are helpful.

More and more we are seeing children with severe, life threatening food allergies in our programs. With this in mind, Bethany CDC is a PEANUT FREE facility. No peanuts or peanut products are permitted in the classroom. If there is a child with a severe allergy in your child's lunch bunch you will be informed of any specific foods which are of concern to the health and safety of these children. In such a case your cooperation in eliminating the particular item from your child's lunch will be required.

### **REGISTRATION**

Registration is held for the subsequent school year beginning in January. The registration process is completed using a mail-in "lottery" system. Priorities for registration are as follows:

1. Families who have children currently enrolled

2. Bethany UMC members
3. Families on the waiting list from previous year
4. Open registration (public)

Registration forms: All children must have a completed registration form containing all required information including the child's social security number and a copy of the birth certificate as well as the necessary signatures.

Medical forms: A Health Record must be maintained for each child. This includes current health information and signed emergency release form. This form is on the back of the registration.

Immunization form: SC State Law requires that all children must have a current official SC Certificate of Immunization on file. These forms can be obtained from your family doctor or pediatrician. All returning students will be notified before school is out if immunizations are needed over the summer with a new form due before returning to school.

**\*\*No child will be allowed to begin school, or continue to attend, without up-to-date immunizations as required by DHEC.**

#### LUNCH BUNCH REGISTRATION

Registration for Lunch Bunch can take place when you complete your initial class registration form or you may register at any time for the following month if space is available. Registration is for the requested day/days for the entire following month (ex.--if you choose Tuesday, you must register for every Tuesday of that month). Space available is on a first come, first served basis.

Once registered, you do not need to register monthly, unless you wish to make changes in the day or days attending. Since we must maintain teacher/staff ratios at all times, there will be no drop-ins. A per month fee is charged for extended care and billed accordingly. Payment is due the first of each month. Checks should be made payable to Bethany CDC and can be combined with tuition checks.

## WITHDRAWAL

In the event that it becomes necessary for a child to withdraw from the program, please notify the CDC office immediately. No refunds will be issued for partial month attendance. All immunization forms will remain with the school until the child's last day of attendance.

## SCHOOL SCHEDULE:

Regular hours for Preschool:

All classes are held between 9 a.m.-12 p.m.

Regular schedule for Kindergarten:

All classes are held between 9 a.m.-1 p.m.

Regular schedule for Preschool Extended Care:

Monday, Tuesday, Wednesday, Thursday 12 p.m. - 2:00 p.m.

Regular schedule for Kindergarten Extended Care:

Monday, Tuesday, Wednesday, Thursday 1:00 p.m.-2:00 p.m.

All CDC programs will observe the same schedule as the public schools in Dorchester District II in Summerville (including holidays and inclement weather closings) with the exceptions of annual program start dates and ending dates, the first day of the Flowertown Festival and one day for staff to attend the annual SC Early Childhood Association Conference.

## WEATHER & SCHOOL CLOSINGS/DELAYS

In the event of inclement weather Bethany CDC will follow whatever course of action Dorchester School District 2 chooses. Listen to the radio/TV reports for closings. We will not always be listed individually. Listen for Dorchester District 2. Whenever they are closed, we are closed.

- If Dorchester District II has a 2 hour morning delay, we will begin as usual at 9:00 a.m.
- If Dorchester District II has a 3 hour morning delay, we will begin at 9:30 a.m.

## ATTENDANCE REQUIREMENTS

Although attendance is not required in the Preschool programs, we cannot stress enough the importance of regular, consistent attendance. Being on time for class and for pick up allows your child to participate in all class activities and lays the groundwork for good attendance habits later on.

Kindergarten attendance is required in the state of South Carolina. In the event of an absence, a written excuse is required.

If your child is ill and unable to attend, please give us a call. We care about each child and are concerned if we don't hear from you.

## FINANCIAL INFORMATION

Registration fee: A registration fee is required for each child at the time of registration which cannot be refunded if the child is withdrawn from the school. Your child will not be officially enrolled until this fee is paid in full.

Tuition Policy:

- Tuition is due by the 1<sup>st</sup> of each month.
- After the 5<sup>th</sup> a late fee of \$25 will be added to your balance. An additional \$25 late fee will be added to your balance if payment is not made by the 10<sup>th</sup> of the month.
- \*\* A \$25 fee will also be charged for any checks returned to the CDC by the bank.
- A letter along with a copy of Bethany CDC's tuition policy and a current statement, will be sent by the CDC Director when an account is more than 30 days late from the original due date.
- Children will be suspended from the program when an account is delinquent for 45 days from the original due date.
- Children will be removed from the program and their spot filled from the waiting list when an account is not at a zero balance by day 60 from the original due date.
- Future enrollment for children removed from the program due to non or insufficient payment is subject to all delinquent tuition and fees being brought to a zero balance and is also subject to availability based on Bethany

CDC's registration policy. At the time of re-enrollment, the first month's tuition must be paid in advance.

- School policy prohibits the refund of any tuition or registration payments with the exception of military transfers or deployments.
- Discounted tuition for multiple children in a family is not available; however lunch bunch rates are discounted for siblings.
- Tuition is calculated based on a yearly total and divided into 10 equal payments for your convenience. That means that holidays, in-service days and vacations (fall, winter and spring) do not change the monthly tuition rate. Since our program costs remain ongoing, fees are not reduced for days missed, including weather closings or absences of children due to illness or vacation.
- Tuition payments can be dropped off at the CDC office, in tuition pockets outside each classroom, mailed or drafted from your bank account electronically. Please bring any cash payments to the office so a receipt may be issued.
- All accounts of children currently in the program must be paid in full prior to registration in order to be considered eligible to begin the registration process.
- A registration fee is required for each child at the time of registration. Your child will not be officially registered until this fee is paid in full.
- The first preschool payment is due by July 1 to reserve your child's place in the program. It is not refundable in the event of withdrawal. The remaining 9 tuition payments begin in September.
- The first kindergarten tuition payment, along with the kindergarten activity fee, is due by June 1 to reserve your child's place in class. It is not refundable in the event of withdrawal. The remaining 9 tuition payments begin in September.

Please make checks payable to Bethany Child Development Center.

For a complete listing of tuition and fees see the current year's Fee Schedule Supplement.

## FINANCIAL ASSISTANCE

Bethany CDC has a Scholarship Fund to assist families of children already enrolled who meet with unexpected financial difficulties during the school

year. Any scholarship request must be submitted to the director in writing for review by the CDC Board of Directors. All scholarship decisions will be made at their discretion.

If you would like to contribute to this fund, you may do so through memorials, honorariums, remembrance gifts such as birthdays, graduations, births, anniversaries or special occasions.

## **SAFE SANCTUARIES**

To prevent abuse of children and youth in our church and to “demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all our youth”, Bethany United Methodist Church and the CDC adhere to all Safe Sanctuaries policies as outlined in the “Child and Youth Prevention Policy of Bethany United Methodist Church (November 7, 2007).

## **SECURITY**

Children must be accompanied to their classroom by a parent or responsible adult.

For security purposes, your child will not be allowed to leave with anyone except parents unless designated in advance. These designated names (including other family members) must be on record with the CDC office and any additions, deletions, or changes must be in writing. Any changes in daily pick-up routines must also be made in writing and given to your child's teacher.

In case of emergency plans, please notify the CDC office immediately by phone so the teachers may be informed. Any person picking up your child will be required to show a picture ID. **OTHERWISE YOUR CHILD WILL BE RETAINED UNTIL YOU CAN BE CONTACTED.**

Please note that all entrance doors to the CDC will be locked from 9:15 a.m. until 2:00 p.m. daily. Should you wish to enter the school after the doors are locked, you must enter through the door adjacent to the CDC Office. After notifying the Office of your presence you are welcome to proceed from there.

If you are taking your child out of class at any time other than your normal pick-up time, you must first come to the CDC office and sign your child out in the Sign In/Sign Out log. Under no circumstances are you (or an approved designee) allowed to take your child from the facility without signing him/her out and personally notifying your child's teacher or direct care giver (Lunch Bunch) that you are doing so. Failure to abide with any of these security measures may be grounds for removal from the program.

#### DROP-OFF AND PICK-UP

Children are to arrive at school no earlier than 8:55 a.m. By arriving too early (before 8:55 a.m.), teachers do not have sufficient time to prepare the classroom and/or materials that are necessary for the day. By arriving too late (after 9:05 a.m.), you short change your child of some very important center time, socialization, and cooperative learning. Children arriving at school after 9:10 a.m. must first come to the CDC office to be signed in before proceeding to their classroom.

Parents who are late picking up their child must come to the CDC office to sign their child out. Late pick-ups can be very unsettling to young children. Therefore, anyone who is more than five minutes late picking up their child will be given one free late pick-up. After that, habitual late pick-ups are subject to a late pick-up fee of \$1.00 for every minute they are late more than five minutes.

For the safety of your children, Bethany CDC has a drive through pick-up for all children. We will make every effort to complete the pick-up process as swiftly as possible. You will be given a map of assigned pick-up areas. Please follow the instructions carefully.

It is important that you always stay in your car. We will assist your child/children in getting into the car and make sure they are safely buckled-up. S.C. Law requires that all children this age be in seat restraints appropriate to their height and weight. The CDC staff will not load a child into a car without appropriate child restraints.

You will be given a large color coded sign with your child's name and class on it on the first day of school each year. This sign must be placed in your front window everyday. If you are picking up more than one child you must

display this sign for each individual child. For security purposes, you may not duplicate or substitute your own signs. If you should lose your sign or require additional copies, they are available through the CDC office at a cost of \$2.00 each.

## **CONFIDENTIALITY**

The files of all children and staff will be kept in a securely locked cabinet in the CDC office. If at any point these files are no longer needed they will be shredded before disposal.

Staff will not discuss individual children with people other than the parents of that child.

Parents must give written permission to include their child in a class list for parents and to allow use of photographs of their child in the classroom, CDC website newsletters or newspapers.

## **FIELD TRIPS**

Field trips are valid learning experiences for young children. All trips are carefully planned and adequately supervised. Parents will be notified in advance of any field trips that require leaving the property. However, short walking trips around the immediate area (church property or Azalea Park) may be taken without advance notice.

Any means of transportation provided by the CDC is part of the church fleet and is fully maintained for safety, fully insured, and driven by appropriately licensed individuals for the type of equipment used. Parents may be asked to help provide transportation if the church vehicles are not available or additional transportation is needed. No child will be placed in another parent's car without specific permission from that child's parent.

Parents providing transportation for any child/children other than their own must adhere to the following procedures:

- Provide valid car registration, driver's license, and insurance verification.

- A second parent must be in the car with them to attend to any child's needs so the driver is not disturbed.
- Appropriate safety restraints (car seats) are required for all children.

## **SICK/INJURED CHILD POLICIES**

Do not send children to school when they are ill. If your child has a fever, cold, sore throat, cough, an excessive runny nose with dark yellow or green mucus (even without a fever), vomiting, diarrhea, or any other contagious condition such as chicken pox or conjunctivitis, please keep him/her home. If children have minor complaints but do not feel well enough to enjoy all daily school activities including outdoor play, they should remain at home.

If children become ill during school hours, parents will be contacted immediately and the child will be kept comfortable until the parent arrives. If we are unable to contact the parents, we will contact another designated adult listed on your registration form.

Your child must be symptom free and fever-free for at least 24 hours before returning to school. Thank you for your cooperation in this matter.

Head Lice- Bethany CDC has a "No-Nit" policy. Children must be free of both live lice and all nits (lice eggs) in their hair before returning to school. Children who have had lice must come to the CDC office to be examined before being permitted to return to class.

If lice or nits are discovered during the school day, parents will be called to come and pick up their child.

## **MEDICATION**

Because the children are with us for only 3 to 5 hours, we would prefer that any necessary medication be administered by parents at home. Should a medication be absolutely necessary, however, medicine will be administered to a child only when there is a written, signed, and dated request from the parent(s)/guardian(s). The prescription drug must be in the original container which must be clearly labeled with the child's name and dosage schedule and written directions for administering the medication. The time

and dosage of all medication administered will be recorded by the director or teacher and a copy provided to the parents.

## MINOR ACCIDENTS AND INJURIES

Scuffed knees and bumps and "boo-boos'" are a part of a young child's life. Our staff has been trained in first aid. In the event of such injuries, they will be treated promptly by the teacher and/or CDC office staff. Equally important, plenty of TLC will be provided. Parents will always be informed of any such incident either immediately or when the child is picked up. An injury report will be filled out and will be given to the parents for their information.

## EMERGENCIES

In case of an emergency, the following steps will be taken: (1) render first aid; (2) contact home or parent's place of business immediately for instructions (such as transportation home, doctor to be called, and hospital of choice). In some cases, failure to establish contact with either parent could delay treatment. Only after reasonable efforts have been made to contact you, will we call your doctor directly, and only in the most extreme cases will your child be transported to the nearest hospital.

## DISCIPLINE

Fortunately, with children at this age, discipline is not usually a serious problem. However, all children like to test the boundaries at times. When necessary, a firm voice of instruction along with some time in the "thinking" or "time-out" chair is our method of discipline. As a general rule, the length of this "thinking" time is one minute per each year of age of the child. Anything that requires more discipline than this policy is referred to the parent. **Physical punishment is never used.**

Should inappropriate behavior continue to be a problem, the child's parents and his/her teacher, along with the director, will conference to insure continuity in addressing the issue. In the event that a child's behavior threatens the safety of the other children, or the quality of their

instruction is at risk, it may be necessary to remove the disruptive child from the program. This will be done at the discretion of the Director.

## **CONFERENCES/CHILD ASSESSMENT**

Parents are our partners in the educational process and on-going communication is a vital part of our program. Parent-Teacher conferences are scheduled at least 2 times per year, however, if you have concerns or questions; please contact your child's teacher at any time.

The annual conference provides an opportunity to review your child's progress for the year. Age appropriate checklists are shared with parents at these conferences. Copies are available for your information in the CDC office. These checklists are simply meant to be a helpful guide in documenting your child's progress. Please understand that these are not report cards to be used as a pass/fail indicator as it is normal for each child to progress at an individual rate at this age. The assessments are simply a tool to help you understand just where your child is in the journey through early childhood.

## **PRAYER**

Prayer is an important part of the Christian experience. Therefore, a blessing is asked before snacks and/or lunch. A prayer of thanks may also be said at the beginning and close of each day.

## **CHAPEL**

Chapel is held in the main sanctuary the second Monday and Tuesday of each month. It begins at 9:30 a.m. and usually lasts 15 to 20 minutes. One of our Bethany Pastors will have a brief character/Christian lesson for the children. A prayer of Thanksgiving is then said, and we conclude by singing Christian children's songs. All emphasis is on Christian principles of God's love for all and caring for others.

## **PICTURES**

Professional school pictures will be made in the fall and spring for a nominal charge. Purchase is optional. Photos of various classroom activities that are regularly taken by the teachers will be given to parents during or at the end of the year.

## **BRINGING THINGS TO SCHOOL**

All children should bring a bookbag to school to hold communications from teachers/office staff, art work and other important "creations".

Toys from home are NOT to be brought to school regularly. **TOY GUNS AND HOLSTERS, SWORDS, OR KNIVES ARE NEVER ALLOWED.**

## **BIRTHDAYS**

If you would like to celebrate your child's birthday with a special birthday snack please make arrangements with your child's teacher. Treats should be simple and nutritious because they take the place of the snack for the day.

Please do not send or bring gifts, party favors, or invitations to be handed out!

## **DRESS CODE / CLOTHING**

Preschool is learning by doing--on the floor, in the grass, in the gym, and in the art center...often with messy materials...so please dress your child appropriately. Clothes should be casual, durable, and washable. **PLEASE DRESS CHILDREN IN PLAY CLOTHES.** Shoes should be comfortable--preferably tennis shoes...slick hard soles are not safe for climbing activities nor are they allowed on the gym floor, which is used on rainy days. Open toed sandals or crocs do not protect the feet and may become filled with sand or mulch when outside.

We request that you provide an extra set of clothing (including socks) in a well-marked bag for use in case of excessive spills or other childhood "accidents".

All personal belongings and clothing should be marked with the child's name. This includes jackets, back packs and lunch boxes as well.

## **VOLUNTEERS**

Bethany CDC has a Parent Volunteer Committee. A sign-up form is provided for you in the back-to-school packet that lists a variety of specific activities where help is needed throughout the year.

## **POLICY AND PROCEDURE FOR REPORTING CHILD ABUSE**

In accordance with South Carolina Code Annotated Section 20-7-510, the following procedures will be followed:

When the teacher or staff member recognizes obvious abuse or neglect as defined by the above codes, they will immediately notify the Director. When the Director is fully aware of the information, the Chairperson of the Child Development Center Board of Directors will be informed. The Director will then immediately notify the Sr. Associate Pastor and the Department of Child and Protective Services.

In a case where the teacher or staff member has concerns or suspects the possibility of abuse or neglect, the Director will be notified and the Chairperson of the Board will be informed. Contact will be made with the parents of the child concerned to inform them of our concern, and to arrange for a meeting with them, the Director and the Board Chairperson. The Director will immediately inform the Sr. Associate Pastor and the Department of Child and Protective Services. The Director and Staff will cooperate fully with the Department of Social Services should an investigation be necessary.

## **HOLIDAY POLICY**

Bethany CDC approaches all major holidays with a traditional Christian perspective. The following holidays will be observed:

- Halloween will be observed as a one-day event in the midst of the Fall Harvest theme. The children will be allowed to dress-up in non-violent, non-threatening costumes. Blood, gore, weapons, witches, and anything that represents violence are not permitted. For the children's safety, please no masks.

- Thanksgiving is celebrated as a unit in which we emphasize our blessings. It may include making and wearing Pilgrim and Native American clothing and holding shared feasts.
- Christmas is celebrated with the true Christmas Story. We emphasize giving, caring and loving at this special time of year. Christmas trees and Santa Claus are also a part of this holiday season.
- Valentine's Day is celebrated with the exchange of Valentines among classmates.
- St. Patrick's Day may be observed with traditional symbols.
- Easter is celebrated with The Easter Story told in a sensitive, joyful manner. Since Easter is a time of new life, we include egg hunts, spring beauty and maybe a visit by the Easter Bunny.
- Other holidays such as President's Day, Columbus Day and Martin Luther King Day may also be recognized in your child's class.

## **LENDING LIBRARY**

We have a lending library with books on a wide variety of subjects related to child rearing available to parents. These materials may be checked out in the CDC office.

## **SNACK**

Simple, nutritious snacks are provided by parents on a weekly basis.

Snack sign-up sheets are posted outside your child's classroom for your convenience. Each family takes turns at this responsibility by providing the snack for the whole class for the weeks that they have chosen.

Please keep in mind any food allergies in the class and the children's age when choosing snacks and determining proportions. Remember Bethany CDC is a PEANUT FREE facility! Some snack suggestions include:

1. Vegetables with dip (carrots, celery, peppers, cauliflower, broccoli, cucumber)
2. Crackers: plain or with cheese
3. Pudding
4. Granola Bars
5. Fruits: oranges, tangerines, bananas, apples, pears, pineapple, strawberries, seedless grapes (only if cut in half lengthwise)
6. Muffins and/or Bread: raisin-bran, blueberry, date, corn, oatmeal, pumpkin.
7. Cereal Snacks: use Chex-type cereals, Cheerios, small pretzels, raisins.
8. Knox-Blox snacks: made with pure fruit juices and unflavored gelatin only.

NO POPCORN OR NUTS for children under 4 years old. Grapes are acceptable only if cut in half lengthwise.

## **INSURANCE**

Bethany Child Development Center provides coverage with Church Mutual Insurance to all registered participants of Bethany CDC while participating in programs and activities sponsored and supervised by Bethany CDC and while traveling with a group in connection with a CDC activity.

Coverage provided through Church Mutual Insurance is a secondary coverage. Claims are to be filed with your primary carrier first and then the balance can be submitted to Church Mutual. In the event that a child is not covered under a primary family policy, then Church Mutual Insurance will become the primary carrier. Please contact the CDC Director for claim procedure.

The cost of this coverage is included in child's registration fee. There is no additional cost.

## **PARENT EXCHANGE BOARD**

The Parent Exchange Board is available outside the Toddler classroom and can be used to share information with other parents. You may post announcements of area activities of interest to families, requests for childcare, car pool exchanges or display a pertinent article.

## YOU CAN HELP US BY:

- letting us know when children will be absent from school
- informing us about changes in your address and phone number, including cell phones
- notifying us about changes in emergency names/phone numbers or persons designated to pick up your child
- alerting teachers to fears or emotional upsets that may affect school behaviors
- volunteering your time and talents
- offering ideas for program improvement
- welcoming new families as they join our program throughout the year

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