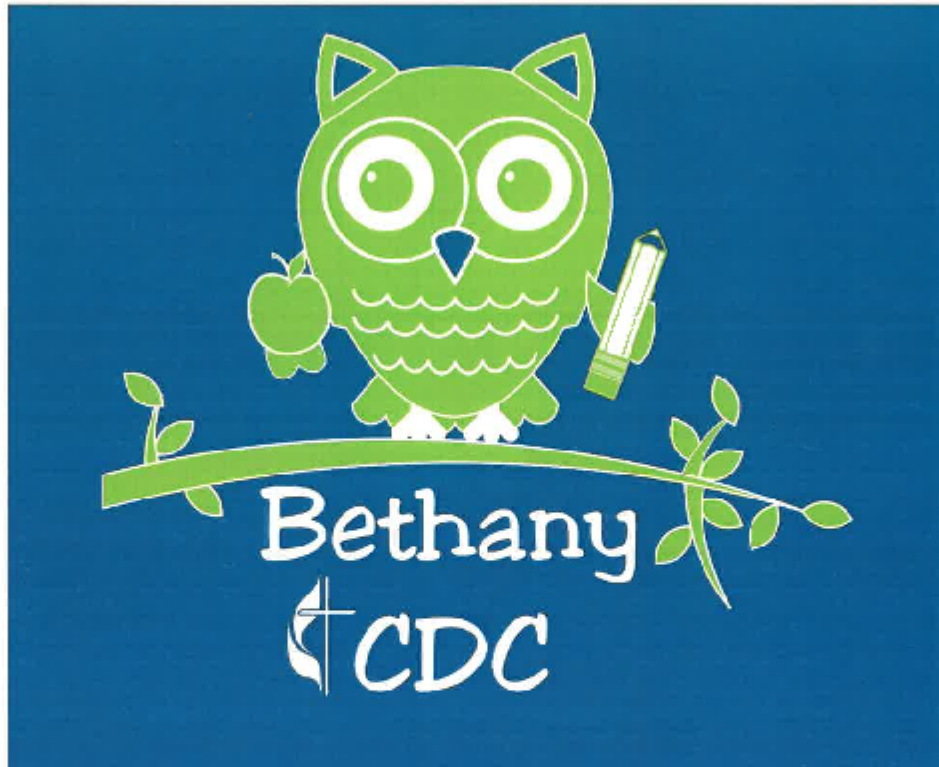


# PARENT HANDBOOK



Bethany Child Development Center

118 West 3<sup>rd</sup> South Street

Summerville, SC 29483

(843) 821-1946

[www.bethany-umc.com/cdc-info/](http://www.bethany-umc.com/cdc-info/)

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 Early Learning Standards.

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
- effective administration

Guidelines and procedures outlined in the Bethany CDC Parent Handbook are subject to change based on updates from SC DSS, SC DHEC, SC Conference of the United Methodist Church and Governmental Executive Order.

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, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 7/18, 10/18, 7/19, 5/20, 6/22

## TABLE OF CONTENTS

A Word from our Pastor	3
Contact Information	4
Enrollment Requirements	4
Class Placement Policy	5
Preschool Program	5-7
Kindergarten Program	7-8
Extended Care Program (Lunch Bunch)	8
General Information -- All Programs	
Registration	8-9
Withdrawal	9
Special Needs Policy	10
School Schedule	10
School Closure	11
Weather and School Closings	11
Attendance Requirements	11
Financial Information	12-13
Tuition Policy	12-13
Safe Sanctuaries	14
Security	14-15
Drop-Off/Pick Up Policies	15-16
Confidentiality	16
Field Trips	16-17
Sick/Injured Child	17-18
Head Lice	18
Medication	18
Minor Accidents and Injuries	18
Emergencies	18
Discipline	19
Social Media Policy	19
Conferences/Child Assessment	19-20
Prayer	20
Chapel	20
Pictures	20
Bringing Things to School	20
Birthdays	20-21
Clothing	21
Volunteers	21
Policy & Procedure for Reporting Child Abuse	21-22
Holiday Policy	22
Lending Library	22
Snack	23
Insurance	23-24
Parent Exchange Board	24
You Can Help Us By	24



*Bethany United Methodist Church*  
*118 West Third South Street*  
*Summerville, SC 29483-5997*  
*843-873-1230*  
*www.bethany-umc.com*

### 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,

*Mitch Houston*

Mitch Houston  
Senior Minister

DMH:mhg

## BETHANY CHILD DEVELOPMENT CENTER

**CONTACT US:** On the web: [www.bethany-umc.com](http://www.bethany-umc.com)  
By email: [tpinkard@bethany-umc.com](mailto:tpinkard@bethany-umc.com)  
[mgilbert@bethany-umc.com](mailto:mgilbert@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	T/TH	18-23 months by Sept. 1
Two-Year-Old	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	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

\* All children in the 3-year-old classes must be fully potty trained before the start of the school year and wearing underwear to school ("Pull-Ups" are not permitted). If a child has repeated "accidents" the parent will be called to pick up the child from school. If after 2 weeks, no progress in control has been made, the child will be withdrawn from the program.

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. The ultimate decision for each child's placement 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:**

The South Carolina Early Learning Standards guide our instruction. Our teachers provide opportunities to encourage and support the development of the individual child by providing an ever-changing variety of developmentally appropriate materials, equipment, and activities 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 the following areas.

#### **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

**CIRCLE TIME/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.

**ART CLASS:**

Weekly art classes for the 4-Year-Old classes featuring the study of famous artists and the elements of art.

**CHAPEL, BIBLE STORIES, AND PRAYERS:**

Children attend Chapel once a month and learn about God's love through stories, songs, and prayers.

#### 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

The Bethany CDC kindergarten curriculum is centered on the developmental needs and interests of five-year-olds and aims to foster independence and growth in the areas of social, emotional, spiritual, physical, and academic development. We understand that young children learn best through hands-on experiences in a nurturing environment, so we strive to create an engaging, positive classroom environment where students feel valued and supported. The South Carolina College and Career Ready Standards, provided by the SC Department of Education, guide our instruction in early literacy, math, science, and social studies. (A complete listing of the SC kindergarten standards can be found by visiting the SC Department of Education website at [ed.sc.gov](http://ed.sc.gov)).

Research supports the value of small class sizes and low student to teacher ratios like we have at Bethany CDC. In addition to facilitating effective large group activities, our small class size and low student to teacher ratio provide opportunities for small group and individual instruction as needed. Our academic program is supported by a variety of high interest learning centers that encourage creativity, teamwork and problem solving. The kindergarten classroom at Bethany CDC provides a wide variety of high-quality academic materials that facilitate learning and exploring. Each child's individual needs are honored throughout our instructional day and creative expression is encouraged in all areas.

Our kindergarten program provides several opportunities for enrichment beyond academic instruction including monthly field trips, guest presentations, fine arts classes, and time outdoors. Our monthly field trips to local farms, theaters, libraries, plantations/gardens, museums, etc. give students the opportunity to explore the community and learn in unique ways. Weekly art classes introduce our kindergarten students to famous artists and the elements of art as the children enjoy the process of creating their own masterpieces. Music classes are held twice a week and incorporate movement and singing while students learn about musical genres and instruments. Children spend time outdoors daily playing, exploring and building their small and large motor skills.



Spiritual education is a cornerstone of our kindergarten program. The inclusion of prayers, Bible stories and monthly chapel lessons help the children develop an appreciation for the presence of God in our lives and the understanding that each person is 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. Given the number of children utilizing Lunch Bunch, we are unable to heat lunches. Please cut any foods that may be choking hazards such as hot dogs, raw carrots, and grapes in half lengthwise.

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/signatures and a copy of the birth certificate.

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. A per month fee is charged for extended care and billed accordingly. Payment is due the first of each month. Since we must maintain safe student/staff ratios at all times, drop-ins for Lunch Bunch will only be permitted if space is available and will be charged at a higher rate of \$20/day. 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 give the CDC office 2 weeks prior notice so that we may fill

the class opening. 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.

## **SPECIAL NEEDS POLICY**

Bethany CDC strives to meet the physical, social, spiritual, emotional and intellectual needs of the children it serves. Enrollment of children with special educational needs will be evaluated on a case by case basis by the CDC Board to determine if our school is best able to meet their needs. The decision will be based upon review of any and all professional evaluations of the child, an assessment of his/her individual needs and the impact on the classroom.

If it is determined that the enrollment of the child will not require fundamental changes to the program or classroom and our staff has the training and experience to properly serve the needs of the child, provisional enrollment will be granted on a trial basis. If it is determined that the program cannot best serve the needs of the child, the child will not be enrolled, their registration fee will be refunded and the parents will be directed to resources that can better serve the child.

## **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, and the first day of the Flowertown Festival.

## **SCHOOL CLOSURE**

In order to avoid any situational confusion regarding school closures, Bethany CDC will be closed whenever Dorchester District 2 is closed. This applies to anytime the safety of the children and staff cannot be ensured. We may also close at the direction of Governmental Executive Order, SC DSS, SC DHEC or the SC Conference of the United Methodist Church.

## **WEATHER & SCHOOL CLOSINGS/DELAYS**

We believe outside play is an important part of your child's day. We want to be able to take the children to the playground to run, jump and explore the natural world whenever possible. As long as the outside temperature is at least 40 degrees (taking the wind chill into consideration) we will go outside. Please make sure your child is dressed in clothing appropriate for the weather.

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 be closed.

## **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 \$30 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 or transfer 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 mailed or dropped off at the CDC office or in tuition pockets outside each classroom. Cash payments must be made in the CDC office so a receipt can be issued. Parents may also make credit or debit

payments using the Smartcare Parent Web Portal or App. An automatic convenience fee of 2.93% will be added to all credit card payments.

- 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 non-refundable and non-transferable 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. A late fee of \$25 will be assessed on the 5<sup>th</sup> of July and the child will be removed from the program on July 10<sup>th</sup> if the tuition has not been paid. The tuition is non-refundable and non-transferable. 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. Tuition is non-refundable and non-transferable in the event of withdrawal. The remaining 9 tuition payments begin in September. A late fee of \$25 will be assessed on the 5<sup>th</sup> of June and the student will be removed from the program on June 10<sup>th</sup> if the tuition has not been paid.

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. A Tuition Assistance application is available in the CDC office. The completed form will be submitted to the CDC Board of Directors for review. All 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 (April 20, 2015).

## **SECURITY**

For the safety of all at Bethany United Methodist Church, an electronic door lock system has been installed. CDC families should come to the double doors under the portico in the back parking lot (where the afternoon pick-up lines are located) for entry into the church.

The safety of the children is of the utmost importance to us. Children must be accompanied to their classroom by a parent or responsible adult. The doors surrounding the CDC are locked from 9:10 a.m. until 2:00 p.m. each day. Parents arriving after 9:10 will need to request entrance to the CDC. We also have video camera surveillance of the CDC hallways and entrances. Daily Student Tracking forms will be used to account for the presence of each child as the child enters and exits the premises, enters and exits a vehicle or moves to a new location in or around the center.

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.**

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. Identification will be checked and a pass will be issued which will show the teachers that your child has been properly signed

out. 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**

The back parking lot (where the pick-up lines are located) has been designated for CDC parent parking. Please enter through the double doors under the portico. Please do not park in front of the church as those spaces are intended for church visitors, the elderly and handicapped parking. 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 shortchange 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 always have full and free access to their child(ren) unless court order stipulates otherwise. Only the parents (or legal guardian), or the people they authorize on the registration form, will be allowed to pick up their child. Any other arrangements, either temporary or permanent, must be submitted in writing to the CDC office. In the case of a last-minute emergency, a parent must call the CDC office and the message will be relayed to your child's teacher or caregiver.

If it is necessary for parents to pick up their child early, they must come to the CDC office **at least 30 minutes prior** to dismissal to sign their child out. They will be given a pass to pick up their child from the classroom. Children may not be picked up while waiting outside in the car rider line unless in a vehicle.

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. **No golf carts will be permitted in the pick-up line.** 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.

When you reach your child's pick-up area, please put your vehicle in park and turn off your engine. Exit your vehicle and help your child into their car seat. **Remember that in accordance with SC law, all children must be in seat restraints appropriate to the child's age, height, and weight.** If someone besides yourself is picking your child up, you must make arrangements in advance to make sure they have an appropriate car seat and they are on the list of people who have permission to pick up your child.

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 records 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. Daily Student Tracking forms will be used to account for the presence of each child as they enter or exit the premises, enter and exit a vehicle or move to a new location. Parents may be asked to help provide transportation if the church vehicles are not available or additional transportation is needed for the kindergarten field trips. No child will be placed in another parent's car without specific written 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 without the benefit of medication 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 assistant director. CDC staff cannot apply sunscreen, bug spray, etc.

## **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 the case of a life-threatening emergency, 911 will be called immediately.

In case of an injury/illness that is not life-threatening, 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. **Corporal 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 ensure 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.

## **SOCIAL MEDIA POLICY**

The various forms of social media are ever present in our lives. At Bethany CDC we realize that you may wish to document and share milestones in your child's life with family and friends using social media. To protect the privacy of all children and families, we want to remind parents that they should not photograph anyone else's child or upload photos of any children other than their own without the express consent of the parents of other children. Protecting the safety and confidentiality of our families and children is always of the utmost importance

## **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**

Monthly chapel is held in the main sanctuary, generally on the second Wednesday and Thursday of the month. It begins at 9:15 a.m. and usually lasts 15 to 20 minutes. A brief character/Christian lesson for the children will start our chapel time. 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. Parents are welcome to join us.

## **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, artwork, 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.

Children may wear the shoes of their choice in the classroom, but they must have a pair of sneakers to change into for recess — whether on the playground or the gym. Open toed sandals or crocs do not protect their feet, are not safe for running and climbing and may become filled with sand or mulch when outside. Children will not be permitted to ride bikes or scooters without sneakers on. Hard soled shoes or boots are not permitted in the gym.

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, backpacks 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. 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.
- 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. SC DSS requires that all snacks must be store bought and in the original packaging to ensure the safety of the food. Food is not prepared in our facility.

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.

Water will be served with snack. Please send your child to school with a fresh bottle of water each day. **All water bottles/cups must be labeled with your child's first and last name.**

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 (matchstick carrots, celery, peppers, cauliflower, broccoli, cucumber)
2. Crackers: plain or with cheese
3. Yogurt
4. Granola Bars
5. Fruits: oranges, tangerines, bananas, apples, pears, pineapple, strawberries, seedless grapes (only if cut in half lengthwise)
6. Muffins/Bread: raisin-bran, blueberry, date, corn, oatmeal, pumpkin.
7. Cereal Snacks: use Chex-type cereals, Cheerios, small pretzels, raisins.

**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 can be used to share information with other parents. You may post announcements of area activities of interest to families, requests for childcare, carpool 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 contact information (address, email, phone).
- notifying us about changes in emergency names/phone numbers or persons designated to pick up your child
- alerting teaches 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

## INDEX

Attendance Requirements - page 11  
A Word from our Pastor - page 3  
Birthdays - pages 20-21  
Bringing Things to School- page 20  
Chapel - page 20  
Class Placement Policy- page 5  
Contact Information- page 4  
Conferences/Child Assessment- pages 19-20  
Confidentiality - page 16  
Clothing- page 21  
Curriculum- pages 5-8  
Discipline- page 19  
Drop-Off/Pick-Up- pages 15-16  
Enrollment Requirements- page 4  
Emergencies- page 18  
Extended Care (Lunch Bunch) - pages 7-8  
Field Trips-pages- 16-17  
Financial Information- pages 12-13  
Head Lice- page 18  
Holiday Policy- page 22  
Insurance- pages 23-24  
Kindergarten Program- pages 7-8  
Lending Library- page 22  
Medication- page 18  
Minor Accidents and Injuries- page 18  
Parent Exchange Board- page 24  
Pictures- page-20  
Policy & Procedure for Reporting Child Abuse- pages-21-22  
Prayer- page 20  
Preschool Program- pages 5-7  
Registration- pages 8-9  
Safe Sanctuaries- page 14  
School Closure- page 10  
School Schedule- page 10  
Security-pages 14-15  
Sick/ Injured Child- pages 17-18  
Social Media Policy- page 19  
Snack- page 23  
Special Needs Policy- page 10  
Tuition Policy-pages 12-13  
Volunteers- page 21  
Weather and School Closings- page 11  
Withdrawal- page 9