

# Parent Handbook



**Bethany Child Development Center  
118 W. Third South Street  
Summerville, SC 29420  
(843) 821-1946**

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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 staff 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
- 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.

## **CONTACT US**

Web: [www.bethany-umc.com](http://www.bethany-umc.com)  
Email: [tpinkard@bethany-umc.com](mailto:tpinkard@bethany-umc.com)  
[mgilbert@bethany-umc.com](mailto:mgilbert@bethany-umc.com)  
Phone: 843-821-1946  
Fax: 843-873-1937  
Mail: 118 West Third South Street  
Summerville, SC 2948

## **ENROLLMENT REQUIREMENTS**

<u>PROGRAMS OFFERED</u>	<u>DAYS OFFERED</u>	<u>ELIGIBILITY</u>
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

\* 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 several factors including child's birthday, ratio of male/female students in each class, etc. 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.

**DRAMATIC PLAY:**

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

**CREATIVE ART:**

Self-expression using 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.

**BLOCKS/ 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, etc.

**HEALTH AND SAFETY EDUCATION:**

Learning the 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 monthly 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.

## **LUNCH**

All children will bring a packed lunch to school each day. Lunches should be ready to safely eat. This means that all foods need to be cut to an appropriate size and foods that are choking

hazards should not be included. Please label your child's lunchbox with their first and last name and include all utensils, etc. they will need. Due to severe allergies, we are a **peanut free school**. If your child brings a sandwich with Sun Butter or another peanut alternative, please label it. Foods containing peanuts will not be opened and will be sent back home. **We cannot heat or refrigerate lunches**. If your child's lunch needs to stay cold, please include an ice pack.

### **WATER BOTTLES**

Please send your child to school with a fresh bottle of water each day. SC DSS requires that all water bottles/cups are labeled with your child's **first and last name**. Please do not send drinks other than water in your child's water bottle.

### **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.**

### **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**

All classes begin at 9:00 am and end at 1:00 pm.

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**

To avoid any situational confusion regarding school closures, Bethany CDC will be closed whenever Dorchester District 2 is closed. This applies to any time 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. This fee 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.
- 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 for entry into the church.

We have video camera surveillance of the CDC hallways and the main door to the CDC will remain locked during the school day.

Daily Student Tracking forms will be used to account for the presence of each child as the child enters/exits the premises 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 an emergency change in your child's pick-up routine, 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.

Failure to abide with any of the CDC security measures may be grounds for removal from the program.

### **PARKING**

CDC families should park in the back parking lot where the portico is located. Handicapped spaces are available along the side of the lot. Please do NOT park in front of the church Welcome Center or on the memorial bricks in front of the Sanctuary.

### **MORNING DROP-OFF**

Please enter the building through the double doors under the portico and walk your child to their classroom. Classes begin at 9:00 am and teachers will be ready to greet your child beginning at 8:55 am.

After 9:10 am the doors will be locked and will remain locked during the school day. Families that arrive after 9:10 am will need to call the phone number on the door to be buzzed in and stop by the CDC office to sign in prior to going to the classroom.

### **AFTERNOON PICK-UP**

In the afternoon, please park in the back parking lot and walk to your child's classroom to pick them up. All classes will dismiss at 1:00 pm. Your child's safety is important to us, so we will be requiring picture IDs until we get to know each of you personally.

If you need to pick your child up early, please stop by the CDC office to sign them out before going to the classroom. You will be given a pass to give the teacher. Please do not pick children up directly from the playground. Come to the CDC office to sign them out first.

If someone other than the child's parents will be picking up, they must be on the child's authorized pick-up list, and they will need to stop by the CDC office before going to the classroom. The child's pick-up list will be checked, and the adult will be asked to provide a photo ID. All changes to your child's pick-up routine must be sent to the CDC office in writing.

### **LATE PICK-UP POLICY**

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.

### **FULL AND FREE ACCESS**

Parents always have full and free access to their child(ren) unless a 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 the child's teacher.

### **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.

### **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.

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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 4 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. 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. If 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 meals. 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 may be used for classroom projects throughout the school year and/or shared with parents.

### **BRINGING THINGS TO SCHOOL**

All children should bring a backpack to school to hold communication from teachers/office

staff, artwork, etc. Full size backpacks (instead of the smaller “preschool” backpacks) are recommended.

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 treat, please make arrangements with your child’s teacher. All treats must be peanut-free. Please do not send gifts, party favors, or balloons to school.

### **DRESS CODE / CLOTHING**

In preschool and kindergarten, children learn by doing. They are 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, comfortable, durable, and washable.

Children may wear the shoes of their choice in the classroom, but they must have a pair of athletic shoes (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, etc.
- 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.

### **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 secondary coverage. Claims are to be filed with your primary carrier first and then the balance can be submitted to Church Mutual. If 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 the child's registration fee. There is no additional cost.

### **PARENT INFORMATION BOARD**

The Parent Board will be used to share important school information. There will also be a section where you may post announcements of area activities of interest to families, requests for childcare, carpool exchanges, etc.



**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

**Thank you for choosing Bethany Child  
Development Center!  
We are delighted to be part of your child's  
early learning experience!**

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