

# Langston Baptist Church Child Development Center Family Guidelines 2016 - 2017



763 Highway 905  
Conway SC 29526  
Telephone (843)365-1435  
Fax (843)365-9928  
[cdc@langstonbaptist.com](mailto:cdc@langstonbaptist.com)

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## **Forward**

These guidelines have been planned to create a wholesome atmosphere between the home and The Child Development Center. This information will enable you to understand the policies, procedures and regulations of The Center. We believe your awareness of these policies and procedures is important for your child's success. It is suggested it be kept near your telephone or in a handy place as a ready reference. It should be used when a question arises about The Child Development Center.

## **Commitment**

As the director of the Child Development Center, I want you to feel free to voice your concerns to me so that we can work towards a positive resolution. If I am unable to meet with you immediately when you call me, we will set a time as soon as possible that is conducive to both of us.

Spiritual Development will be the foundation of our education process. (Proverbs 22:16) God's Word is the absolute authority on training a child. Bible memory verses, Bible stories and character lessons will be presented daily. The children will also learn productively through play.

We are delighted you have chosen CDC to assist in the godly education of your child.

Carol Thompkins  
CDC Director

## **Disclaimer**

Langston Baptist CDC is registered as a licensed provider by the South Carolina Department of Social Services. The South Carolina Department of Health and Environmental Services as well as the State Fire Marshal have inspected and approved our facility in accordance with the code of the DSS Guidelines.

# Staff

Director: Carol Thompkins

Assistant Director: Alicia Stroud

Cook: Christie Johnson

Pre-Kindergarten: Deborah Hickman

Three Year: Kashia Stewart

Older Twos: Hailie Richardson

Younger Twos: Carrie Carter

Older Ones: Donna Strickland

Younger Ones: Sarah Pennington

Infants: Jamie Joyner & Carmen Boyd

Bible: Janice Cooper

After School: Brandi Tummond

Assistants: Jenna-Grace Singleton, Jackie Beverly, Jillian Hucks, Samantha Collins, & Terri-Sue Spencer

## **Operation Days and Times**

Monday through Friday 7:00 AM - 5:45 PM

## **Free and Full Access**

This Center has an open door policy. Parents and legal guardians are encouraged to observe their child without prior notice as long as it does not interfere with instructional activities and/or classroom routines.

## **Schedule of Fees**

Class:	Tuition:
Six weeks -One year	\$135.00 per week
Two years -Four years	\$130.00 per week
Summer	\$130.00 per week
After school	\$ 75.00 per week
Drop in (if available)	\$ 35.00 per day

Please note: All fees are non-refundable. Drop in students will only be accepted if state enrollment policy permits additional enrollment in the class.

## **Weekly Payment Schedule**

Payment is due on the first day of each school week (usually this is on a Monday). If your account has a balance (not including late fees) by Friday of each week, a \$5 late fee will be added to the account. If you do not pay on your account for two consecutive weeks, your child will no longer be considered an enrolled student. You may be assessed a returning student fee of \$75.00 in addition to the amount in arrears if you want your child to return to the Center.

## **Returned Check Fee**

If a check is returned by your financial institution there will be a \$35 fee for each returned check.

## **Late Pick Up Fee**

All clients will be charged a fee of \$1.00 per minute for each minute after 5:45 PM.

## **Annual Registration Fee (May 31<sup>st</sup>)**

New participants	\$100.00
Returning students	\$ 75.00
Part time and regular drop in students	\$ 50.00

Slots for enrollment are only held by paying the registration fee. Enrollment for returning students will be held prior to open enrollment for the public.

## **Supply Fee**

\$30.00 twice annually in September and January  
This fee is subject to change.

## **Public and Private School Teachers**

Children of public and private school employees will be granted five weeks off during the months of June, July, & August without payment each year and will not be eligible for vacations.

## **Sickness and Tuition Fees**

Sickness does not result in a refund or cut in tuition. You are paying for a child's position in the Center.

## **CDC School Closings**

Dates of Closing for 2016-2017

Coastal Evangelism Conference	August 4 and 5, 2016
Labor Day	September 5, 2016
Thanksgiving	November 24 and 25, 2016
Christmas Eve and Christmas Day	December 23 and 26, 2016
New Year	January 2, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017

## **Closing for Inclement Weather**

The Child Development Center will follow the Horry County Public schools policy for teachers regarding weather closings. If Horry County students do not go to school but teachers are expected to report to school the Center will be open. If both students and teachers do not report to Horry County Schools, the Center will be closed. If schools operate on a delay, the center will open on a delay.

## **Emergency Evacuations**

In the event of an immediate emergency evacuation, the children will be transported to a safe destination to be established by the director. The parents will be notified of the destination via telephone.

When possible we will evacuate to a safe place - usually the hallway in the Student Building (old sanctuary). Children will be cared for by the staff until the parent arrives.

## **Vacations**

Your child may earn a vacation after one year of attendance. A vacation is one full week period of time in which your child will be absent from the Center. To earn a vacation, no fees may be in arrears for more than 2 operating days after weekly billing occurs for the entire previous year and child(ren) must be in full time attendance for the entire previous year.

You must notify the office of your vacation by completing a vacation form which you can obtain from your child's teacher. Please submit the completed vacation form to the office one week before your child's vacation begins.

Only one vacation can be earned and used per year.

## **Parent Responsibilities**

- You are the most influential person in your child's life. The way you show interest in your child's daily activities speaks volumes. Listed are several important guidelines.
- DSS requires that all student applications must be kept up to date. Applications must be completed annually.
- You must enroll your child annually to ensure an upcoming spot for each new school year. Applications are due in the CDC office by May 31.
- Follow the DHEC and CDC exclusion list for children
- Keep an appropriate amount of clothing which needs to be labeled with your child's name on each article of clothing. All children will need at least three changes of clothes.
- Purchase a mat for napping when applicable.
- The mat cover and blanket needs to be laundered at least weekly. The mat needs to be returned the following day.
- Please encourage your child to leave his/her sippy cup at home. In cases with younger children label the sippy cup. The sippy cup will be sent home daily for sanitizing.
- Supply diapers and wipes.
- Parents of each enrolled student will be asked to participate in fundraisers to help buy new equipment for our Center. The Center does no more than two fund raisers per year.

## **Parents Responsibilities Regarding Communication**

Communicate the needs of your child to the teachers. When you need to discuss issues with your child's teacher please contact the CDC Director for an appointment. Please do not conference with your child's teacher at the end of the day except in extreme emergencies.

All phone calls to check on your child or to check with your child's teacher must be made to the office. The teacher will return your call on their break or the office staff will return your call.

Update your phone numbers any time there is a change.

## **Arrival and Departure**

### **Arrival**

Please drop off your child in the morning before 9:00 AM in order not to interrupt his/her class. If you are arriving after 9:00 AM please call us to let us know your anticipated arrival time. When you arrive after 9:00 AM you must bring your child to the CDC office.

### **Departure**

Children will be released only to individuals who are listed on the application form. There can be no exceptions. Telephone authorization will not be accepted.

Please inform all guests to report to the office for approval if they do not normally pick up your child. We will ask for a photo ID. For your child's safety we suggest a photo ID be kept on file in your child's folder of anyone who is authorized to pick up someone else's child. Teachers cannot release children to anyone not included on the list.

To ensure the safety of all children, do not remove your children from the playground by lifting them over the playground fence.

## **Supervision**

Children will be directly supervised at all times by qualified staff members. (This means physically near and readily accessible) This policy is in place to make sure the staff member can intervene in each activity as needed. Direct supervision of infant and toddlers means the staff member must be in the same room and the children can be seen at all times.

## **Student Tracking**

1. Children will be dropped off in the gymnasium area in the mornings where a teacher can sign them in and note the arrival time.
  - As the teachers arrive and pick up their children they will sign them in a second time by documenting the time.
  - If a child goes to another classroom for any reason they will be signed in again and the teacher will document the time.
  - Any child who cannot be picked up by 5:00 PM can be picked up in the gymnasium area where those staff members who close the school day will document all children in the gymnasium area and the time they were brought to that area. Babies are an exception to this procedure and may be picked up in the classroom after 5:00 P.M.

### **Student Tracking (cont.)**

2. Any child who is transported by bus will be signed on and off the bus every time they enter or exit the bus. They will also be tracked each time they enter or exit the bus when they arrive or leave The Center.
3. Permission slips must be signed for each field trip. The field trip permission forms will include the date, destination, time of departure, approximate time of return and the name of the person in charge of supervising the children.

### **Confidentiality**

Any records in a child's file at the Child Development Center shall not be copied, posted on a website or disclosed to unauthorized individuals without the written consent of the child's parents.

We work in cooperation with Horry Georgetown Technical College's Department of Early Education. Their students may be in the facility at various times for scheduled assignments pertaining to early child care, development, & education. The college requires a strict code of ethics & confidentiality in accordance with their standards.

### **Meals**

The Center provides breakfast/snack. Your child should arrive at the Center before or between 8:00AM and 8:30 AM if you want them to eat breakfast. For the safety of your child, do not leave your child alone outside the classroom to eat.

Lunch is served at different times according to the age of the child. Ask the teacher for the lunch period for your child. Menus are posted on the bulletin board outside the Center office.

Infants under the age of one are only fed what is provided by the parents because of concerns regarding allergies. Please do not send any new foods or drinks that your infant has not already tried or tasted at home. We will feed children under the age of one year old from our kitchen only with written permission of parent/guardian.

### **Medical**

#### **Immunization**

We must have a certificate of immunization on file for each child for the DHEC. This certificate must be received and kept on file by the director. You must bring a new certificate to the office after each new immunization.

If your child's immunization is expired you will be required to keep your child at home until the immunization is in compliance and updated in the office. It is your responsibility to keep the immunization records updated.

## **Emergency Medical Form**

Parents must sign an emergency medical form giving the daycare permission to seek medical treatment in the event of an emergency. In the event of an accident or any medical emergency the child will be transported to the nearest hospital for treatment. The parent will be notified as soon as possible. The parent should get to the hospital as soon as possible. An employee from the Center will stay with the child until the responsible parent arrives.

## **Illness Policies**

If your child has flu like symptoms with a fever of 100 degrees or higher, do not send them to school.

If your child has a temperature of 101 degrees or higher and does not have flu like symptoms do not send them to school.

If your child is too sick to go out to the playground and the weather permits children to go outside the child should be kept at home. We are not staffed to keep the children inside due to illness and neither are we staffed to care for mildly ill children in the facility.

Your child must be fever free for 24 hours (without any fever reducing medications) as well as free from diarrhea/vomiting for 24 hours before they return to school.

## **Exclusion for Health Reasons**

The Center is not staffed to care for children with communicable or infectious diseases. Children may be excluded for chicken pox, cold sores, mouth sores where there is drooling, German measles, measles, hepatitis, impetigo, giardia, salmonella, shigella, head lice. Children may also be excluded for vomiting, fever, and diarrhea.

Doctor's notes may be required for children to return to the Center.

## **Physical Examinations**

Parents will be required to obtain physical examinations for a child if the daycare deems it necessary.

## **Medication Policy**

Medications should be given to the teacher on duty. Do not put medications in your child's cubby or back pack. Inform the teacher on duty if the medication requires refrigeration verbally and on the medication sheet. All medication must be signed in or registered by the parent with the child's name, the name of the medication to be administered as well as the date, the time and the amount of medication to be given

The caregiver must sign off after administration of the medication.

Please note the following:

We cannot administer expired medications.

We will only give the prescribed dosage.

We cannot administer over the counter medications.

All prescription medicines must have your child's first and last name on the label in the original container with a protective child cap.

We will not give medication to reduce fever even with a doctor's note.

Please encourage your pediatrician to prescribe antibiotics that are administered twice daily. Parents are to give the dosage prior to daycare attendance.

## **Storage of Medications**

Medications will be kept in a locked box

If an emergency medication is needed such as an EpiPen or inhaler it will be stored in a first aid kit that is readily accessible in the event of an emergency

Diaper ointments, Neosporin, will also be stored in a locked container. These kinds of medicines will only be used for the children whose parents bring them in to us.

## **Other Policies**

### **Potty Training**

Potty training typically begins in the two year old class.

### **Smoke Free Environment**

No smoking is allowed on the grounds of The Center or the campus of Langston Baptist Church.

### **Dress Code**

Appropriate attire is expected at all times. (Girls are not allowed to expose their midriff at any time.) One piece swimsuits or "tankinis" that meet at the waist are appropriate for water activities.

## **Discipline Policy**

The Center does not perform corporal punishment.

The Discipline Policy consists of an age appropriate set of rules the teachers will present in a positive manner.

These may consist of:

4. A visual reminder (poster)
5. Verbal reminders (repetition of standards throughout the day)
6. Redirection
7. Timeout which is age appropriate
8. In extreme cases the child may be taken to the office for a time out  
When the child is uncontrollable, dangerous to self or others or is extremely disruptive.

## **Policy Requirement**

Parents are required to read these guidelines and sign that they understand and agree to comply with all the policies of The Child Development Center. This agreement will be kept in the child's file and updated annually.