

Langston Baptist Church Child Development Center Family Guidelines 2018 - 2019



763 Highway 905
Conway SC 29526
Telephone (843)365-1435
Fax (843)365-1434
cdc@langstonbaptist.com

TABLE OF CONTENTS

PAGE 3

Forward
Commitment
Disclaimer

PAGE 4

Staff

PAGE 5

Operation Days and Times
Schedule of Fees
Free and Full Access
Weekly Payment Schedule

PAGE 6

Returned Check Fee
Late Pick Up Fee
Annual Registration Fee
Supply Fee
Public and Private School
Teachers Partial Fee Waiver
Sickness and Tuition Fees

PAGE 7

CDC School Closings
Inclement Weather Policy
Emergency Evacuation
Vacation

PAGE 8

Security Cameras
Parent Responsibilities

PAGE 9

Parent Responsibilities
Regarding Communication
Arrival and Departure

PAGE 10

Supervision
Student Tracking
Confidentiality

PAGE 11

Meals
Medical
Emergency Medical Form

PAGE 12

Illness Policies
Exclusion for Health Reasons
Physical Examinations

PAGE 13

Medication Policy
Storage of Medications

PAGE 14

Other Policies
Discipline Policy
Policy requirement

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

I am so grateful for the opportunity God has placed in the hands of the staff here at Langston CDC.

We believe that the Bible is the authority for raising a child up and as we pour into them spiritually, we will take a whole child approach by providing a safe place where they can learn, grow, succeed, and fail if necessary without judgment or condemnation. A place where the language of grace, forgiveness, and love is spoken while we teach them their worth through the eyes of the Creator and help them master the job of being children.

Eva Braun
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: Eva Braun

Assistant Director: Alicia Stroud

Cook: Christie Johnson

Pre-Kindergarten: Deborah Hickman

Three Year: Tavia Morrison

Older Twos: Jamie Joyner

Younger Twos: Joy Owens

Older Ones: Sarah Pennington

Younger Ones: Tameka McCray

Infants: Rachel Roberts & Taneshia Powell O'Neal

After School/Summer: Brandi Tummond

Assistants: Jackie Beverly, Carrie Carter, Jenna-Grace Singleton, & 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:	FULL TIME	PART TIME
Six weeks -23 months	\$143.00 per week	N/A
24 months-Four years	\$138.00 per week	2 days \$70.00 3 days \$105.00
Summer	\$135.00 per week	2 days \$70.00 3 days \$105.00
After school	\$ 75.00 per week	N/A
Drop in (if available)	\$ 35.00 per day	Drop in not available for School-aged summer camp

Please note: All fees are non-refundable. Drop in students will only be accepted if state enrollment policy permits additional enrollment in the class. A two week notice will be required prior to withdrawal of students.

Ask about family referral, mobile payment and pre pay discounts.

Weekly Payment Schedule

Payment is due on the first day of each school week.

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 up to \$75.00 in addition to the amount in arrears if you want your child to return.

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 31st)

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. You must notify us of your intent to return after the break in order to hold your spot.

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 2018-2019

Independence Day	July 4, 2018
Coastal Evangelism Conference	August 2 and 3, 2018
Labor Day	September 3, 2018
Thanksgiving	November 22 and 23, 2018
Christmas Eve and Christmas Day	December 24 and 25, 2018
New Year	January 1, 2019
Martin Luther King, Jr	January 21, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

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. If Horry County schools are closed for more than 2 days, we notify you via Facebook or parent forum if we intend to open.

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

As an incentive for families who enroll in ACH/draft payments of weekly tuition, there will be quarterly drawings for a family to win a week of vacation. A vacation is one full week period of time in which your child will be absent from the Center.

After winning a vacation, 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 won and used per year.

Security Cameras

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our childcare facility; Langston CDC is equipped with 24-hour video surveillance system and security cameras are installed in classrooms, entry hallway, outdoor play areas, and parking lots. We may conduct video surveillance of any portion of its premises at any time, with the only exception being private areas of restrooms. The video/security cameras are positioned in appropriate places within and around the facility and used in order to help promote the safety and security of people and property. Because we respect the privacy of all children, parents, and staff in our center, our 24-hour video surveillance/security cameras are for internal purposes only. Only the Langston CDC Committee members are allowed to view the content and only on site at the church office.

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 will be sent home the last day of the week to be laundered weekly.
- 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 but are not obligated to participate in fundraisers to help buy new equipment for our Center. The Center does no more than two fund raisers per year. Participation in fundraisers do not constitute any sort of discount or tuition adjustment.

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 during the times when children are under their care unless it is an emergency.

PLEASE DO NOT VISIT CLASSROOMS WHERE YOU DO NOT HAVE A CHILD IN ATTENDANCE FOR SOCIAL CONVERSATION WHILE THE CHILDREN ARE BEING SUPERVISED.

We have an open door policy but please limit conversations with classroom teachers to essential needs only during times when children are being supervised.

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.

These guidelines are in place for the safety of all children in the center.

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. Children may not arrive after 10:00 am unless accompanied by a Doctor's note.

Departure

Children will be released only to individuals who are listed on the application form. There will be no exceptions outside of written authorization prior to pick up.

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 will not 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.
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

We will no longer administer medications other than life saving EPI pens or breathing treatments. No over the counter medications other than ointments and creams will be administered. If your child needs antibiotics as a course of treatment. This should be set up to deliver doses before drop off and after pick up unless someone is available to come during the day. Medicines will not be stored on site. With the exception of days when your child will be picked up by someone other than you and medication needs to travel with them.

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:

1. A visual reminder (poster)
2. Verbal reminders (repetition of standards throughout the day)
3. Redirection
4. We may have a safe place inside the room where children can come and go **of their own free will** when they feel as if they are not able to handle a situation.
5. In extreme cases the child may be taken to the office 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.