

# SouthEast Child Development Center Handbook

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SC DSS License #17,892

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## **Welcome to SouthEast Child Development Center!**

Welcome to SouthEast Child Development Center (SCDC). We're glad that you are a part of our family. SCDC exists for several reasons. For preschoolers, our most important goal is to introduce those young children to Jesus in an atmosphere that is warm, loving, fun, and instructional. For elementary age children, our primary goals are to show them how God's world works as they learn from the school curriculum. For all the SCDC children we are committed to help their families to raise them to love the Lord Jesus Christ. That commitment includes partnering with the families to prepare the children spiritually, morally, mentally, socially, emotionally, and physically to meet the challenges that are ahead of them.

SCDC provides a Christ-centered environment that is safe and conducive to good health and where children can work, play, and learn together while being guided toward a happy, wholesome development.

Clear communication is one of the keys to a successful program. This handbook contains specific information and requirements set forth by SouthEast Child Development Center and the State of South Carolina. After reading it, please sign the handbook acknowledgment form stating that you have received, read, and understood this information. This acknowledgment will be kept in your child's file and must be completed by the time of his or her enrollment.

This handbook is designed as a handy reference for you but is not intended to address every facet of the SCDC experience. We suggest you keep it in a convenient place for easy referral throughout the school year. Should questions arise, please contact your child's teacher or the SCDC Director.

### **Our Program Philosophy**

The SouthEast Child Development Center is a program designed to enhance your child's spiritual, mental, social, and physical development. With this philosophy young children learn through structured group time, active and quiet time, indoor and outdoor activities, and other opportunities. With an emphasis on the on-going planning of a "developmentally appropriate" classroom environment and routine, our program encourages children to learn through such activities as group devotions with Bible stories, moral lessons, exploring, manipulating, creating, pretending, daily reading, art, and music. Our teachers will strive to provide a Christian atmosphere of love that comes from their own personal relationship to Christ, along with a developmentally sound curriculum.

We believe that parents are a child's first and most important teachers and that partnership between family and school is essential to fully meet each child's needs. We welcome parents and encourage

them to visit us often and participate in their child's experiences. We welcome questions and suggestions and want to address any parental concerns. The children will benefit most from their SCDC experiences through a close relationship between parent and teachers.

SouthEast Child Development Center is licensed by the State Department of Social Services, and its license is contingent upon continued conformity to the requirements set forth by law.

### **SCDC Staff**

Our staff consists of a director, teachers, cook, and a pastor who provides oversight. All staff members receive a minimum of 15 hours of training each year and we require all classroom teachers to complete a college level course in early childhood development (ECD101) and complete a course in child first aid and CPR. In addition, we have contracted with Richland County First Steps to coach our teachers in the best practices of child care.

### **Enrollment Requirements**

#### **Hours**

SouthEast Child Development Center is open from 6:45 AM to 6 PM, Monday through Friday.

#### **Holidays**

SCDC will observe the following 2011 holidays:

New Year's Day	Thanksgiving Day and the Friday following
Memorial Day	December 23 <sup>rd</sup>
4th of July	Christmas Day
Labor Day	December 30 <sup>th</sup>

In addition to the holidays listed above, SCDC will close one day in July for staff training. This is usually the third Friday in July.

#### **Forms**

The following forms are a part of the enrollment process and will be provided to you in your registration packet.

- **Handbook Acknowledgment Form**

A parent or guardian's signed verification that the parent has received, read, and agrees to abide by the policies and practices in this Handbook. This information is completed at enrollment and is kept in the child's file.

- **Enrollment Agreement Form**

A parent or guardian signed agreement of tuition rate and payment schedule. This information is completed at time of enrollment.

- **DSS Form 2900**

This form records vital information required by our licensing agency, South Carolina Department of Social Services. An important part of this form is the *Family Codeword*. If you must call us by phone and make any request regarding the welfare of your child like having a new person pick them up, you must identify yourself with the family codeword.

- **Supplemental Information Required by SCDC**

Parents specify who is allowed to pick up the child. This form is used to record those directions. Also, please have the person whose name is on the written permission note bring a valid driver's license or state issued ID card when picking up the child. They will not have to show this ID once the teachers and director recognize them and associate them with your child.

SCDC has specific instructions for the director and staff in the event an unauthorized person attempts to pick up a child. This policy and procedure are detailed later in this handbook. Please know that we will not release a child unless the proper procedures are followed.

- **Emergency Medical Care Form**

This form gives us your permission to obtain emergency medical care should your child need such attention. This form requires the parent's signature to be notarized. SCDC has a notary on staff that can perform this act.

- **Field Trip Form**

This is a permission form that allows your child to go on SCDC sponsored field trips. All of our field trips have an educational goal. We will notify parents well in advance of any field trips. For the preschool child, we require that parents accompany their child. For elementary age children, we plan field trips primarily during the summer camp program. Those trips are listed

in the summer camp schedule. Occasionally, we schedule a field trip during school vacations. In this case, we will advise the parents well in advance of the trip.

- **Photographs and Video Release**

A parent or guardian signed consent for your child to be photographed (including video), which is maintained in the child's file. Use of child's photo will be for materials used in promotion of SCDC. The photo and video release form shall be completed at the time of admission. The parent must give permission to photograph the child if an injury occurs at SCDC or if there appears to be an injury or illness on arrival.

- **Video Viewing Release**

We show video's only rarely and usually only to the elementary age children. When we do, they will have a Christian theme and will have been reviewed by the pastor or director. This release form gives permission for the child to view these videos.

- **Discipline Policy**

This policy describes how we handle discipline problems. Parents must sign-indicating their understanding and agreement with the policy. The signed form will be maintained in the child's folder. Note: parents must follow the SCDC discipline policy when disciplining their own children while on the SCDC campus.

- **Copy of Birth Certificate**

If the child's original birth certificate is in a language other than English, the parent or guardian must submit a copy of the original birth certificate and a copy translated into English. If the birth certificate shows the child was born in a country other than the United States, we will require proof of legal residency.

- **Child and Adult Care Food Program (CACFP) Application**

We participate in the CACFP sponsored by the US Department of Agriculture. This program is designed to promote healthy meals at Centers like ours. All families must fill out this application.

- **Copy of Social Security Card**

This is the Social Security card issued to the child.

**Note: we require copies of the child's birth certificate and social security card as proof that the child belongs to the person registering the child. Social Security information is also used in our USDA Food Program.**

- **Copy of Health Insurance Card That Covers the Child**

### **Admission**

Each child shall be ready for the type of group experience that SCDC has to offer and be able to benefit from the program.

Parents must be aware that in case of a major discipline problem, the child may be withdrawn from the school upon a joint decision of the teacher, director and school pastor. We want the best for all children in the school.

### **Adjustment Period**

Starting school for the first time often causes anxiety for children. We recommend that you visit the school before the first day of school with your child, allowing him or her to meet some of the staff and see other children at play. We will work with you and the child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the school experience.

### **Toilet Training**

We begin toilet training in the toddler room, if the child is showing signs of readiness, and in the two year old room. Children must be trained by their third birthday. Once toilet training begins, we expect total cooperation from the parents in our training routine. If the parents want to use a different training routine for the child, they must disenroll until the child is trained and re-enroll. If the child is not completely trained by his or her third birthday, the child will be disenrolled until he or she is trained at home. We cannot have untrained children in the three year old room and we cannot have three year olds in the two year old room.

### **Child Advancement**

We move children to the next age classroom as close to their birthday as enrollment will allow. The move is documented on a child advancement form that is signed by the teacher, director, and parent. We will not hold children back once they reach a birthday.

## Tuition Information

We are a full-time child care facility. We do not provide “drop-in” or part-time care other than after school care for elementary students. Our rates as of January 31, 2011 are as follows:

Age	Weekly Rate	Monthly Rate
Infants (six weeks to 12 months)	\$150	\$600
Toddlers (12 to 24 months) The child must be walking well to transition to this room.	\$130	\$520
Two-year olds	\$125	\$500
Three-year olds	\$120	\$480
Four-year olds	\$120	\$480
After School (through 5 <sup>th</sup> grade)  (This rate applies for weeks that include early dismissal, usually a Wednesday, and teacher work days, usually a Monday)	\$60	\$240
Elementary school vacation (full week).	\$110	—
Summer (elementary through 5 <sup>th</sup> grade)	\$110	\$440
Summer program activity fee (this one-time fee covers the summer program T-shirt and all field trip expenses)	\$50	—

## Billing and Payment Schedule

Our job is to provide high quality child care at a reasonable price. We advise parents of the cost of this child care when they enroll their child and at least weekly thereafter in a printed statement. Parents are responsible for the entire cost of child care. They have several options for making payments, but ultimately the parent is responsible for the costs incurred.

The parent has the option of paying for child care either weekly or monthly. SCDC will bill the parent according to the plan chosen. Your enrollment agreement and your statement reflect your choice. You may change your choice by giving us 7 days notice. We will accept cash,

checks, or money orders. All payments must identify the child or children for whom payment is made. We will issue a receipt for cash payments.

If the parent chooses to pay every other week, they may do so by paying for the current week and prepaying for the next week. They may not pay in arrears.

If the parent receives assistance from ABC or another such public assistance agency, the parent must arrange for the agency to pay SCDC. If the agency does not pay the entire, published SCDC rate for the care provided, then the parent will be billed for, and must pay, the difference.

SCDC will not allow a child to attend on Monday if their account shows a balance due at 6:00 PM on the previous Friday. On Monday, you will be greeted with a statement that says "MAY NOT ATTEND" and citing the amount due as of the previous Friday. This notice means just that – your child may not attend, period – unless you pay the full amount due prior to your child starting the day at SCDC. We will not accept your child while you go to the ATM. We will not accept your child on your promise to bring the money later in the day. If you manage to slip by us and get your child into the classroom and leave, we will call you and ask you to pick up your child or bring the money within the hour. If you fail to comply, we will disenroll your child effective immediately and you will not be allowed to re-enroll. We will also contact ABC, if applicable, and advise them of our action.

We deposit all receipts daily. If you pay by check, be sure your account has funds to cover the check amount.

If you encounter temporary financial difficulties, contact us about possible special arrangements. We want to work with you for your child's benefit.

### **Account Credits**

We will credit your account with \$5 per week for each child enrolled from the same family after the first child. To qualify for this credit, all the children must share the same parent and that parent must be the one responsible for paying SCDC tuition or co-payments.

We will credit your account with \$50 for each child you refer to SCDC. The conditions for this credit are as follows: (a) the child must be enrolled continuously for 60 calendar days before the credit will be applied; (b) the adult responsible for the child must have a record of on-time payment of tuition or co-payments; (c) the adult responsible for the child recognizes you as the one person responsible for them coming to SCDC.

We will credit your account with \$100 for each teacher you refer to SCDC. The conditions for this credit are as follows: (a) the SCDC director and pastor have sole discretion on the hiring of any staff member; (b) the staff member must satisfactorily complete their 60 day probation

period before the credit will be applied; (c) the staff member recognizes you as the one person responsible for them applying to SCDC for a teaching position.

If your child is out because of a communicable disease (or hospitalization for any reason), we will credit your account for days missed. See Communicable Disease Credit below.

If your child will be absent because of vacation, we will issue a partial or full vacation credit for the week. See Vacation Credit below.

Occasionally, we may conduct a fund raising activity. As a means of encouraging parental participation, we may offer an account credit dependent on the amount of funds raised by each parent. The exact terms and conditions of the account credit will be given at the time of the fund raiser.

### **Additional Fees**

SCDC charges a \$50 one-time, non-refundable, registration fee per family. This registration fee will hold your child's space for two weeks if there is no waiting list for that class. If there is a waiting list, we will add your child to the waiting list when we receive the registration fee. When a space opens for your child, you will have two weeks to accept that space. If the child does not begin attending SCDC within the two week window, you will forfeit the registration fee.

The Summer Camp activity fee is for elementary age children attending our Summer Camp. This fee is charged when the child registers for the summer camp program and covers the summer program T-shirt and all field trip expenses.

We charge \$30 for any check that your bank refuses to pay plus whatever charge our bank assesses for a bad check. On the day we receive notice from our bank that your check has been refused, we will call you and ask you to either pick up your child within the hour or bring cash to cover the check. If you have two refused checks within a one year period, we will require you to make all tuition payments in cash.

Children must be picked up by 6 PM. If you pick up your child after this time, you will be asked to sign a "Time Clock Ticket" and we will add a late pickup fee of \$20 per child to your bill. We will attempt to contact you at the phone numbers on file with the SCDC office if your child has not been picked up by 6:15 PM. If your child has not been picked up by 7:00 PM, we are required to, and will, notify Child Protective Services. The time on the sign-in and sign-out computer is the official SCDC time.

SC DSS and our own policy, require that every child be signed in when they arrive and signed out when they leave. If you neglect to do this and we have to perform that function for you, we will charge you \$5 per incident.

We require children under the age of 36 months to have two changes of clothes in their backpack. We recommend the same for children up to the age of 5 years if they may wet themselves during the day, including during naps. If your child does not have a change of clothes at SCDC when needed, we will provide whatever new items are necessary so the child is clean and dry. Parents will be charged for each item we use. Similarly, if the child is in diapers or pull-ups, and the parent fails to provide an adequate supply, we will provide new diapers or pull-ups and charge the parents for each item used. Prices for clothes and diapers are posted in the director's office.

### **Methods of Payment**

Cash Payment: Place the payment in one of the BROWN envelopes located on the sign-in table. Fill out the label with the child's name and the amount of the payment. If you want a receipt, please see either the Director or the Pastor. If no receipt is required, seal the envelope and place in the payment box. PLEASE DO NOT GIVE PAYMENTS TO ANY OF THE TEACHERS.

Check Payment: Write the child's name on the Memo line and place the check in the payment box. Your statement will be your receipt.

Failure to indicate the child's name on the envelope or check may lead to accounting errors for which SCDC will not be held responsible.

### **Communicable Disease Credit**

If your child contracts one of the communicable diseases listed below, we will credit your account with the full tuition amount for the time the child is absent up to a maximum of ten school days (we will pro-rate as necessary for partial weeks). In order to take advantage of this credit, you must submit a written note from your doctor that the child may not attend school or day care because of the disease. **This note must identify the disease!** Forms for this credit are next to the sign-in computer. This credit may not be used for any other purpose than that stated in this paragraph.

DSS regulations require that we notify all parents and staff if one of these diseases is diagnosed in the Center. Please let us know as soon as possible if your child contracts one of these diseases.

Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)

Pediculosis (head lice)  
Scabies

Tuberculosis	Measles
Impetigo	Rubella
Strep throat or other streptococcal infection	Shingles (herpes zoster)
Varicella-Zoster (Chickenpox)	Herpes simplex
Pertussis	Meningococcal infection
Mumps	Surgery of any type (surgery does not require notification to other parents)
Hepatitis A virus	

### **Vacation Credit**

You may reserve your child's space at SCDC while you are on vacation by paying 50% of the tuition for the time you are gone. Vacation weeks are the five consecutive days beginning when we open on Monday and ending when we close on Friday. The child must be absent from SCDC this entire time in order to receive the vacation credit.

After your child has attended SCDC for one year, you may claim one "vacation week" per year and pay nothing while you and your child are on vacation. Please notify the director in advance of your vacation plans so that billing can be adjusted accordingly.

If your child attends SCDC for any portion of a week, the full tuition rate will be charged for that week.

### **Closing Because of Bad Weather**

In the event of bad weather (hurricane, snow, ice, etc), the SCDC Director and Pastor will decide if SCDC will close or remain open. That decision will be placed on the school voice mail greeting (776-0177) and on the church voice mail greeting for Pastor Roger (776-1575). We will also post our status on the school web site: [www.scdconline.org](http://www.scdconline.org).

### **Other Missed Days**

SCDC tuition rates take into account holidays, school closed days, bad weather days, staff training days, and days missed. No discounts or refunds are given for days missed other than those listed in this handbook.

## **Termination of Services**

SCDC reserves the right to terminate child care services if:

The child's medical records are not kept current. We must have current, unexpired immunization information on your child.

The child exhibits disruptive or destructive behavior, including physical or verbal abuse of any member of the SCDC staff, another enrolled child, or family member of an enrolled child. Physical abuse includes, but is not limited to, intentionally kicking, biting, spitting at, or hitting an adult. Verbal abuse includes, but is not limited to, screaming, cursing, and repeated defiance of requests to follow directions. Destructive behavior includes the intentional destruction of SCDC property, or the property of another student or staff member. Determination of intentionality is the sole responsibility of the SCDC Director and the Director's decision cannot be appealed.

The first occurrence will result in an immediate suspension from SCDC for the rest of the day.

The second occurrence will result in a suspension for five consecutive school days. The parent will be charged vacation rate for these days.

The third occurrence will result in expulsion.

Parents or guardians fail to pay fees or fail to abide by the policies and procedures discussed in this handbook.

A parent, or other person designated to pick-up the child, engages in physical or verbal abuse or destructive behavior, as defined in paragraph 2 above.

### **Withdrawal Notice**

We require a two-week advance written notice for withdrawal of a child from SCDC. Please use the form provided at the sign-in computer. We will allow you to re-enroll your child without paying a new registration fee if your child returns to SCDC within two weeks of withdrawal provided there is space available in the child's class.

## **Medical and Sick Child Information**

### **Absences**

We plan our programs with the assumption that every child will attend during the hours of 9 AM to 3 PM. If you cannot bring your child by 9 AM, please contact the Director.

If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases.

If your child is on the ABC program, we will report all absences as absences on the bi-weekly ABC report. We will not record absences as vacation even if the child is on vacation unless the parent pays the full vacation rate prior to the absence.

The sign-in computer is the official record of the child's attendance. If the parent or child fails to sign-in, the child will be considered absent. If the child is receiving ABC support and the parent fails to sign the child in, we will report the child as absent. Parents are advised that ABC has a limit on the number of absences their child may have before ABC terminates support.

### **Communicable Diseases**

State regulations require that there be daily observation of each child on arrival at the school by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival will not be admitted. Children who become sick during the day will be separated from the other children until the parent or guardian can pick up the child.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents and guardians of children will be notified immediately by SCDC. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease. A release from your child's physician is required for the child to re-enter the classroom.

### **Sick Child Procedures**

If a child becomes ill while at SCDC, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he or she must be kept at home:

- Fever of 101.0 or above
- Diarrhea
- Nasal secretion that is thick, yellow or green, and accompanied by a fever.

Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.

- Sore throat with fever or throat spots.
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting, or nausea.

- Eye drainage of any type should be checked by a doctor to rule out bacterial infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Child not feeling well, such as lethargic behavior or increased crying.

The child may return to the school after illness when:

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection.
- Child is feeling well again and normal behavior has returned.

SCDC has a separate area where sick children can rest comfortably and be properly supervised while waiting for a parent to pick them up. Parents or designated responsible adult (as specified in the child's records) must pick the sick child up within 60 minutes of notification.

### **Medication**

We will give or apply medication, including individual special medical procedures only on written order or a prescription from a physician to the child's parents(s) or guardian(s). **We do not give over-the-counter medications unless provided with a written prescription from a physician. Under no circumstances will we give aspirin or aspirin products to a child.** All prescribed medications must be in their original container. The parent or guardian must sign the Medication Form indicating dosage and length of prescription term including a release of liability. Under no circumstances will SCDC administer the first dose of any medication to a child. Medication Forms are located in the Director's office. These forms indicate what the medication is, the quantity to be given, and the time the medication is to be administered.

### **Allergies**

All allergies to medication or other substances must be stated on the enrollment forms. South Carolina state law requires that we have a signed note from your physician stating any food allergies that your child may have. The physician must recommend alternate food choices for your child. Information about children with allergies will be posted in all classrooms and in the kitchen.

### **Inclement and Excessively Hot or Cold Weather**

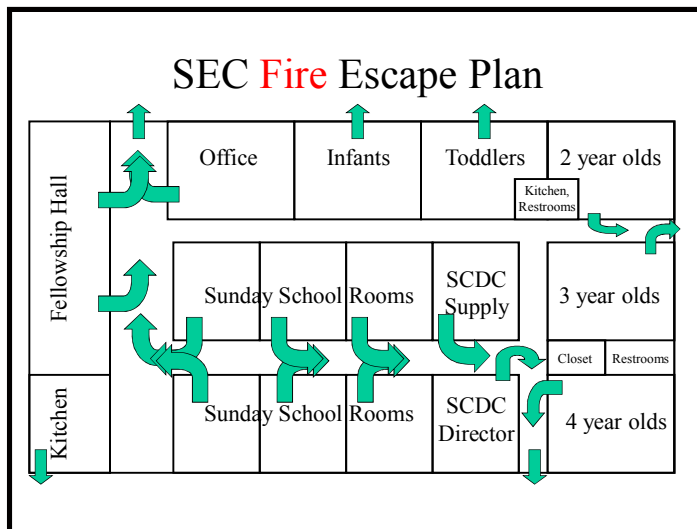
On days of inclement or excessively hot or cold weather, children will be kept inside the classrooms or the gymnasium. Special activities and focus will keep children involved and comfortable. We use the thermometer at the entrance door and the Child Care Weather Watch chart next to the sign-in and sign-out computer to determine when children may or may not go outside. In addition, we have radios tuned to the National Weather Service broadcasts of severe weather warnings.

Classrooms have both heating and air conditioning for your child's comfort. During summer months, you may send sun screen with your child (place the child's name on the container) and it will be applied before outdoor play. No sun screen will be used unless provided by the parent.

### Emergency Information and Procedures

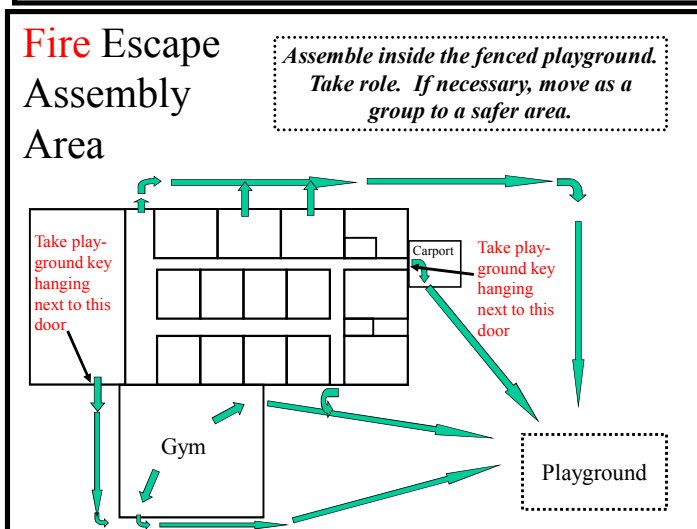
All SCDC staff are certified in infant and child care CPR and infant and child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form

that requires the signature of the parent.



#### Fire

In the event of fire, students will be escorted to the outdoor playground. The route and procedure for each classroom are posted in that room. SCDC practices periodic fire drills to ensure both students and staff are familiar with the procedure for exiting the building. A copy of that procedure is shown above. The school is inspected on a regular basis by the fire marshal and our fire alarm system is tested annually by a licensed alarm company. The most recent inspection information is located in the Director's office.



#### Tornado

SCDC has weather radios in the building and on many of the walkie talkie radios. During inclement weather, we tune those radios to the local NOAA weather broadcast. We also tune to local radio stations and have an automatic email notification of severe weather. When we receive information of a tornado watch we activate all these systems. When we receive a tornado warning, children and staff will move to the Sunday School rooms on the diagram above. These are interior rooms with no windows. There they will take cover until the storm has passed.

### Evacuation Plan

This plan will take effect in the event it is necessary to evacuate the building for any reason. The plan is organized in stages that may be implemented depending on the nature of the reason for evacuation.

#### Stage 1 – Remove the children from the building

Children will move in an orderly fashion to the Center playground. The playground is sufficiently removed from the facility that the children will be safe until they can be moved to a second location, if necessary.

The director shall maintain a “Go bag” with the names and phone numbers of all parents of enrolled children. The director shall take the “Go bag” with her when she evacuates the facility.

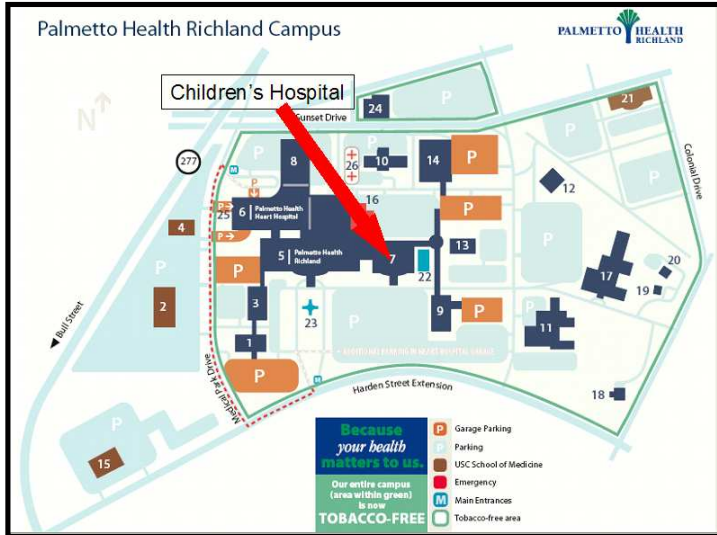
#### Stage 2 – House the children in a substitute building

If the facility will not be habitable for the remainder of that day and if the playground is unusable because of weather or other conditions, the children shall move from the playground to the SouthEast Community Church sanctuary building until the parents can be contacted.



SouthEast Community Church is the parent organization for SouthEast Child Development Center.

If the church sanctuary building is not usable, the children will be moved to Burnside Elementary School, 7300 Paterson Rd, until the parents can be contacted.



immediately turn LEFT (West) onto SR-262 [Leesburg Rd] for 1.3 mi

1.4 mi Turn RIGHT (North-West) onto US-378 [US-76] for 4.0 mi

5.4 mi Bear LEFT (West) onto US-1 [US-378] for 0.3 mi

5.8 mi Turn RIGHT (North) onto Harden St for 0.4 mi

6.2 mi Road name changes to SR-555 [Harden St] for 1.1 mi

7.2 mi Bear LEFT (West) onto Harden St Ext for 0.3 mi

7.5 mi Turn RIGHT (North) onto Medical Park Rd for 0.1 mi

7.7 mi Arrive Palmetto Health Richland [Medical Park Rd, Columbia SC 29203, (803)434-7011]

If Burnside Elementary School is not available, the children will be moved to Word of Truth Church, 1723 Leesburg Road, until the parents can be contacted.

**Stage 3 – Contact the parents to arrange for them to pick up the children**

The director shall contact each of the parents and advise them of the situation, the physical condition of their child(ren), and the exact address where the child(ren) are located.

**Stage 4 – Reopen the facility**

The director shall consult with the appropriate agencies and officials to determine when the Center facility may be reopened for business as usual.

**Training of Staff**

Staff shall be trained along with children through regular fire and evacuation drills. These will include evacuation to the playground, the sanctuary building and practice loading children and staff on the school bus for transportation.

**Emergency Medical Plan**

When a child is involved in a life-threatening accident or situation, 911 will be called and the director or teacher will accompany EMS and the child to Children’s Hospital at Richland Memorial. Parent permission for emergency medical treatment is given on the child’s confidential form and it will accompany the director to the hospital. The parents will be contacted by the school office and asked to meet at the hospital.

If a child is involved in a non-life threatening accident and medical attention is required, parents will be contacted to take the child to the doctor. When parents aren’t able to be reached, the child will be transported by the director to the child’s doctor and parents will meet them there.

**State and Federal Mandates on Reporting Child Abuse**

All staff of SCDC are required by South Carolina state law to report any suspicion of child abuse. If a parent or other person not on staff with SCDC reports potential child abuse to us, we will document that conversation and have the person making such report sign the documented claim. We will then advise the appropriate authorities. If the person making the claim refuses to sign the documented claim, we will also make note of that refusal.

### **Rights of the Licensing Agency**

The State of South Carolina Department of Social Services - Childcare Licensing Department has the right to visit the school location and perform inspections of the classroom and programs, including interviewing of students and staff. They may also review all student and staff records.

### **Staffing**

All SCDC School staff have completed infant and child CPR and first aid training, are fingerprinted and have a Child Abuse Index clearance. They have training and college level course work in Early Childhood Education and meet all requirements set forth by SCDC and the State of South Carolina. Our staff are here to train, love and care for your child.

### **Facility Arrangement and Classroom Structure**

All school needs and functions are contained within the school area, including sign-in and -out, office, sick room, bathrooms, classrooms, play areas, and rest areas. Equipment and supplies have been purchased and specifically designed to be age-appropriate and developmental for those who attend SCDC.

### **Dress**

Please dress your child in comfortable, easily washable clothing. Children can get dirty in the course of activity and active learning. **For safety reasons, thongs, sandals and other open-toe shoes are not permitted. Children must wear shoes that cover the entire foot.** Be certain that all items (jackets, lunch boxes, blankets) are well marked with your child's name in permanent marker. Please refrain from having your child wear any combat or action figure apparel.

While we will use reasonable measures to protect the property of clients, SCDC assumes no responsibility for any items lost, stolen, or mysteriously disappearing from our facility or grounds.

## **Nap Time**

A cot and blanket are provided for each child for a daily rest period. These items are laundered each Friday. Parents may send their own blanket if they wish. Parents are required to take home and wash blankets they provide each Friday.

## **Opportunities to Participate**

We welcome parent involvement in the school classroom, and we believe that it benefits not only the school but the parent and child as well. Parents are encouraged to participate in the classroom as a helper with advance notice to the teacher. Parent participation enables the teacher to offer a variety of creative activities for students. Parent helpers may not be alone with any child (this includes their own child while he or she is signed in to SCDC).

The state of South Carolina requires that all parents who participate in the SCDC classroom must have a current negative TB test on file and a clear SC SLED and FBI background check. All parent volunteers must sign-in when they come to work in the classroom.

Other ways that parents can participate in the school experience are driving and chaperoning on school field trips, special-day themed events, teacher appreciation committee, and much more. Parents driving on field trips must have evidence of insurance in their child's file and participate in accordance with all other SCDC policies on the matter.

Parents are free to observe a class on a non-interference basis at any time. Please advise the director when you plan to take advantage of this opportunity.

## **Daily Schedule**

(Sample)

6:45 – 9:00 AM Arrival, health inspection, greeting and welcome. Children have indoor play and center time. We serve breakfast from approximately 7:30 to 8:30 AM

9:00 – 10:00 AM Curriculum activity and classroom time (depending on age group) including centers, singing and sharing, small group learning, class activities and play time (indoor or outdoor), Bible time.

10:00 – 10:15 AM Restroom break and outdoor play

10:45 – 11:15 AM Continued curriculum activity including, music and rhythmic activities, Active work and play period; Group and small group activity

and learning centers, class celebrations may be included here if applicable.

11:15 – 11:30 AM Evaluation of the morning, discussion about next day's schedule, singing and clean up.

11:30 – 12:15 PM Lunch, clean up, restrooms and wind-down activities

12:30 – 2:45 PM Story, nap time, and quiet play as children awaken from naps

3:00 – 3:30 PM Afternoon snack, craft and restroom break

3:30 – Departure activity and outdoor or gym play periods.

During the school year, elementary age children arrive at SCDC between 2:30 and 3:10 PM. Their schedule includes: having a snack, working on homework, and outdoor or gym activities, in that order.

### **Parent Communication Procedures**

We want to do our best to keep all our families informed about what is happening here at SouthEast Child Development Center. Parents need to be aware of several very important forms of communication that we use. Each classroom bulletin board has a weekly, detailed lesson plan as well as a broad plan for the year. This will include learning goals such as shapes, sounds, letters and such that are being worked on in class. Weekly activities are based on a theme, which addresses different areas of growth. A daily and weekly schedule is posted that outlines the approximate times when activities are conducted throughout the day.

The teachers and the director are available throughout the year for individual conferences with parents.

### **Discipline Information**

Discipline has an important place in the school program at SouthEast Child Development Center. Parents and teachers need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. We have developed a discipline formula we believe is appropriate in shaping and encouraging responsible behavior.

We strongly believe in and practice assertive discipline and prevention. Teachers are trained to redirect a potential problem and assist children in finding and implementing resolutions to conflict. Positive reinforcement, praise and modeling are the main methods used to maintain a child's behavior. In cases where a child needs to regain self-control or is in danger of hurting

themselves or others, the child may be momentarily separated from the group for a “time out” not to exceed a length of one minute for each year of a child’s age. No child shall be shamed, humiliated or otherwise intimidated as a part of correction. Corporal punishment is not practiced at SCDC. We strive to facilitate conversation and communication among the children even in discipline issues. We desire to train the children in making good choices for their behavior.

### **Food Service Information**

SCDC has an on-site breakfast, lunch, and afternoon snack program. Tuition includes meals sized for children.

### **Licensing and C-NET Information**

SouthEast Child Development Center is licensed by the State of South Carolina; licensing information is available in the school office and is posted next to the tuition payment box.

In addition, SCDC is an affiliate of C-NET (the Church Child Care Network, a division of the South Carolina Association of Christian Schools).

### **Arrival and Departure**

#### **Preschool Children**

An authorized adult is required to sign-in and sign-out children on a daily basis. This is required by both SCDC and the State of South Carolina.

It is our policy that only adults open and close doors and gates. Please help us train the children by observing this policy. This will help to ensure children stay within the designated area and not feel freedom to set out on their own.

#### **After School Children**

After school children are expected to learn to sign themselves in at the computer terminal. Teachers will assist them in learning this skill.

We expect parents or guardians to advise us when their child will not be at the school when we pick up children. This courtesy will prevent delays while we check with school attendance personnel for a child who was taken home by a parent or guardian.

#### **How to Use the SCDC Time Clock**

1. Names are in alphabetical order by first name

2. The quickest way to find a name is to type the first two or three letters of the name. (Note: each letter typed must be within about 1 second of the previous letter or the list will jump to the wrong point in the alphabet.)
3. If the name is not highlighted, use the DOWN arrow key on the keyboard to move to the desired name.
4. If you are checking IN, left click on the IN box using the mouse. If you are checking OUT, left click on the OUT box using the mouse. A window should open.
5. Using the NUMBER PAD on the keyboard, enter your 4 digit PIN number and press the ENTER key.

You may use the mouse for the above actions, but it is much slower.

### **School Bus Rules**

We expect all children riding the SCDC bus to follow these rules:

1. Children sit in their assigned seats
2. While on the bus, children must use indoor voice.
4. Children may only talk to their seat mate. They may not talk to any other child on the bus.
5. Children must fasten their seat belt and pull it tight as soon as they sit down and keep the belt on until the bus comes to a complete stop at SCDC.
6. When leaving the bus, the front seats exit first, the rear seats exit last.
7. Children must keep their hands to themselves.
8. Children may not eat or drink on the bus.
9. The bus driver will “grade” the behavior of the boys and the girls from each school as a group each day. If the group follows all the rules listed above for the day, they will be given 3 points for that day. The groups that receive a total of 15 points in a given week will be treated to ice cream at Ye Olde Ice Cream Parlor on Friday after the last bus run. The decision of the driver as to points awarded is final. If a teacher (either SCDC or public school) advises the driver that the children misbehaved while waiting for the bus or if an SCDC teacher advises that the children misbehaved after arriving at SCDC, they may lose the points awarded that day. If a week includes a school holiday, the points needed for an ice cream treat will be adjusted accordingly.

## **Curriculum**

SCDC classrooms use the WEE-Learn™ pre-school curriculum, published by LifeWay in conjunction with other supplemental activity material. This curriculum is developmentally solid, age-appropriate, and Christ-centered.

Our elementary age curriculum is based on the Richland 1 School District goals and objectives. During the school year, the curriculum is driven by the child's homework. During the summer program, the curriculum is a review of the key math, science, and reading objectives of the child's previous grade and an introduction of the objectives in these areas the child will see in his or her next grade.

## **Center Policies**

### **Nondiscrimination Policy**

SouthEast Child Development Center operates on a nondiscriminatory basis, offering equal treatment and access to services without regard to race, color, national origin, or ancestry. By enrolling their child at SCDC, parents acknowledge and understand that the teaching will be from a Christian, Biblical worldview and no other worldview will be presented.

### **Maintaining Confidentiality Policy**

SouthEast Child Development Center (SCDC) will maintain the confidentiality of information about the child and family. Enrollment forms and all other information concerning the child and the family, compiled by SCDC, will be accessible only to the parent or legal guardian and

The SCDC Operator (currently Pastor Roger Gounaud),

SCDC Director and Assistant,

South Carolina Department of Social Services (SC DSS) Licensing Specialist,

South Carolina Department of Health and Environmental Services (SC DHEC), and

The South Carolina Advocates for Better Care (ABC) Program.

Information concerning the child will not be made available to anyone, by any means, without the express written permission of the parent or legal guardian.

### **Unauthorized Persons Seeking Custody Policy**

The SCDC Operator or Director will contact the custodial parent or legal guardian specified in the Application for Child Care Services, DSS Form 2900.

Telephone authorization to release a child to someone who does not usually pick up the child will be accepted only in concert with prior written authorization from the custodial parent or legal guardian for such an exceptional release. The staff person who accepts such authorization will call the previously documented phone number of the parent to verify that the parent is activating a phone authorization for release of the child. The staff person will document the results of this call in the child's record, as well as the time and to whom the custodial parent or legal guardian gave telephone authorization for release of the child.

No child will be released without the presence or permission of the custodial parent or legal guardian.

Any authorized person who is not recognized by the staff will be required to provide photo identification such as a driver's license, work or school ID before the child is released. The custodial parent or legal guardian may provide a photograph of authorized persons for pick up of the child which will be kept in the child's record at the facility.

The SCDC Operator or Director will notify the police if an unauthorized person seeks custody of the child.

### **Child Movement Policy**

DSS and SCDC both require staff to record child movement while children are on the campus of SCDC. SCDC staff will use the child movement roster to record times and locations of children's activities.

The Director prints out the child movement roster form daily when SCDC opens. Teachers record the times students arrive at and depart each destination (classroom, playground, gym, etc). The child movement roster accompanies teachers when they leave the classroom or another destination. Teachers return the child movement roster to the Director at the end of each day. The Director maintains a file of all child movement rosters for at least 12 months.

### **Full and Free Access Policy**

We are available to parents whenever we are open for questions and concerns. We encourage parents to visit the school at any time. When visiting the school for any reason, please check in and out with the director. We require parental visits to last no longer than 30 minutes to minimize classroom disruption. Longer visits require the express permission of the Director.

SCDC grants free and full access to parents of children enrolled, unless a court order stipulates otherwise. The visit must not disrupt instructional or classroom activities or classroom discipline.

### **Toy Policy**

While we realize that all children have special treasures such as stuffed toys, recent gifts, etc., we encourage these to be left at home.

## **Special Event Days and Field Trips Policy**

### **Special Days**

Throughout the school year the school staff plans special events and activity days to enhance the monthly classroom themes. We encourage parents to participate by helping in the classroom or providing special snacks or activities.

### **Birthdays**

Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special birthday snack. Cakes or cupcakes are appropriate for the occasion (these must be store-bought and in the original, unopened container). Please contact the teacher in advance of your child's birthday to make arrangements. Please limit celebrations to snacks (including paper items and beverage) and do not include gifts, prize or goodie bags, or other room decorations.

### **Field Trips**

Field trips are an integral part of the school experience. They enhance the learning experience by offering opportunities not available in the classroom. Parents will be notified of a forthcoming pre-school field trip at least two weeks in advance. We encourage all children going on a school field trip to wear a school T-shirt. This helps us keep close watch on our little ones. T-shirts are sold at minimal cost throughout the year and are available in the school office.

A parent must accompany their pre-school child in order for the child to participate on a field trip. SCDC or its staff is not responsible for the child when they are on parent accompanied field trips.

During our Summer Camp Program, we offer many field trips for elementary age children. Elementary age children go on field trips with staff. Parents may attend at their option and at their own expense.

SCDC will map out all routes in advance.

All trip participants will wear identifying SCDC shirts with our school name and telephone number.

A parent or legal guardian will sign a consent form during registration.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips.

A child movement roster will be maintained on all trips.

The staff driving the bus will be responsible for assuring all children are accounted for before the vehicle leaves the facility, when the children disembark at the destination, when the children re-enter the vehicle at the trip location, and again when the children disembark from the vehicle upon return to the SCDC facility. Staff will conduct a 'sweep' of the vehicle each time the vehicle is parked to be sure that no child is left in the vehicle.

The proper staff to child ratio will be maintained during the trip.

Children will never be left alone in a vehicle or unsupervised by an adult.

### **Inappropriate Language Policy**

SCDC policy is that no foul language will be used in the facility or on the grounds. This policy applies to staff, children, and the child's parents or guardians and their guests. It also applies to music, radio, iPod, or other electronic reproductions of another person's voice.

Staff violations of this policy may result in dismissal.

Adult (those who have a relationship with an enrolled child) violations of this policy may result in disenrollment of the child or banning the adult from the facility.

Child violations will be handled as follows:

A staff member must hear the violation first hand. If another child reports the violation, the staff member must verify what was actually said.

The staff member must talk with the potentially offending child to assure that a speech impediment or childish mispronunciation of another word was not interpreted as foul language.

In talking with the child, the staff member must try to determine where the child heard the foul language. If the child attributes the language to another person, the staff member must try to identify that person by name. If the child attributes the language to another source such as TV, radio, or someone whose name is unknown, the staff member is to try and determine the context, day, time, and location from the child, if possible.

The staff member is to record the information gleaned from the child on a behavior incident report.

## **Health and Safety Statement**

SouthEast Child Development Center is inspected on a regular basis by the Department of Health.

This includes facility health and safety procedures as well as student health forms. The most recent inspection information is posted next to the tuition payment box.

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## SCDC Handbook Acknowledgment Form

I have received, read, understand, and agree to abide by the policies and procedures outlined in the SouthEast Child Development Center Handbook.

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Parent's Name (printed)

\_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature

\_\_\_\_\_ Date \_\_\_\_\_

Shakeela Aslam, Director