



Afterschool / Summer Parent Handbook

Revised March 2019

Dear Parent,

Welcome to Saxe Gotha Presbyterian Child Development Center. We are delighted to have you and your child in our program. The safety and well-being of your child are our first priorities. We strive to provide an atmosphere where children can explore, create, and grow in a nurturing and stimulating environment. Our goal is to meet the needs of each individual child and to provide high quality learning experiences while building a strong self-image. It is our aim to build a strong rapport with the children and their families.

Our staff is always available to answer questions or to discuss your child's needs. You are always welcome to volunteer, to observe, or to ask questions. However, visitors are required to check in at the Director's office.

With your support, this will be a great year!

Sincerely,
The Staff and Board of Directors of Saxe Gotha Presbyterian Child Development Center

STATEMENT OF PUROPOSE

Saxe Gotha Presbyterian Child Development Center is part of the overall ministry of Saxe Gotha Presbyterian Church. This ministry to young children and their families seeks to provide a warm Christian environment for growth and learning while also recognizing and valuing families and family life as an integral part of the ministry.

Saxe Gotha CDC provides developmentally appropriate care and education for children ages two through four years through our Preschool program and ages three through fifth grade through our Afterschool program. Care is taken to provide an environment which is both stimulating and nurturing. We offer a place where children actively participate in a variety of experiences designed to encourage the development of the whole child: physically, socially, emotionally, intellectually, and spiritually.

The emphasis of our program is on developing social skills and competency in everyday dealings with both people and objects in the world around us. Each child's development of a positive self-image and the ability to make choices is important to us. In all we do, we are striving to lay a firm foundation for Christian faith as each child matures and grows in his understanding of whom God is and his importance to God.

ORGANIZATION

The CDC Director, After School/ Summer Program Coordinator, and an Office Manager supervise the daily operations of the Center. The Child Development Center is a part of the Ministry of Saxe Gotha Presbyterian Church and reports to the Session of Saxe Gotha Presbyterian Church. The operations and finances are the responsibility of the Board of Directors.

BOARD OF DIRECTORS

The Board of Directors is the governing body of the Child Development Center, which reports directly to the Session of the church. The Board provides assistance and direction to the Center in setting policy, approving all new hires, establishing salaries, and general oversight of the finances of the CDC as brought by the CDC Directors and Office Manager, and insuring the CDC functions in a manner that is consistent with the mission statement and policies of Saxe Gotha Presbyterian Church.

CHURCH SUPPORT

The Child Development Center receives regular support from the church through the use of facilities.

The Child Development Center in turn shares with the congregation age-appropriate toys and classroom fixtures that enable Sunday School classes and child care workers to work in an area that is safe and appropriate for children.

The Child Development Center tithes to the Church according to the CDC by-laws.

FINANCES

The Child Development Center is a not for profit ministry of Saxe Gotha Presbyterian Church. SGCDC maintains its own bank accounts and accounting data. Under the leadership of the Board Treasurer, financial statements are prepared monthly and are available after each Board meeting. Cash flow results from operations for the year-to-date and projections for the remainder of the year are included with this report. Tuition is set to cover payroll and other operating costs and at levels comparable to other church-related preschools, afterschools, and day cares in the area. Scholarships are available and given to families who may be struggling financially as recognized by the board.

AFTERSCHOOL PROGRAM -Kindergarten through 5th Grade

Hours of Operation

After School Care 2:30 PM – 6:00 PM

In-service days, Spring Break
& Christmas Break 7:30 AM – 6:00 PM

Afterschool Calendar and Closings:

The Center is open for these children during the school year except for the following weeks and days.

We are CLOSED on the following days:

- August 19th
- Labor Day
- Thanksgiving Day and the Friday after
- A week at Christmas (No charge for this week)
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day

We will close at 3:00pm on the following days:

- The day before Thanksgiving and the day before Christmas Break

We are an Afterschool program and not a traditional child care center and therefore are not open 52 weeks in the year. All weeks and days closed are subject to change.

ABSENCE FROM SCHOOL

When a child is absent from school and will not be picked up by the Center, **the parent must let the Center know by NOON of that school day.** Our buses run a tight schedule for pick-up and not knowing about an absence puts the entire schedule late. The first three times the Center is not notified will result in warnings. **Every time the Center is not notified after the third warning, you will be charged a fee of \$5.00.** This will be added to your tuition. The record of occurrences will be cleared and begin anew each August.

IN SERVICE DAYS

Full day programs are offered on most school workdays. A sign-up form will be provided at least one week before the in-service day. You **MUST** mark your child's attendance plans for that day as this helps with staffing and planning of events for the day. If you do not mark your child's attendance by the designated day listed at the top of the sign-up sheet, your child will **not** be allowed to attend.

Those that have signed up to attend and don't show up will be charged the additional fee of \$20.00 per day. Any exceptions to this will need advanced approval by the director and/or Afterschool/Summer Coordinator. Please give SGCDC 3 business days' prior notice if you need to change your child's attendance.

Please, send in a lunch with a drink for your child on these days. We are not able to refrigerate or heat lunches.

CHRISTMAS BREAK AND SPRING BREAK

Full day programs may be offered at Christmas and Spring Break week. A sign-up form will be provided at least one week before these weeks. You **MUST** mark your child's attendance plans for these weeks as this helps with staffing and planning of events for the day. If you do not

mark your child's attendance by the designated day listed at the top of the sign-up sheet, your child will **not** be allowed to attend.

Those that have signed up to attend and don't show up will be charged the same amount as those who attended. Any exceptions to this will need advanced approval by the director and/or Afterschool/Summer Coordinator. Please give SGCDC 3 business days' prior notice if you need to change your child's attendance plans.

Please, send in a lunch with a drink for your child these days/weeks. We are not able to refrigerate or heat lunches.

HOMEWORK

While we are not a homework center, we do provide supervised homework time of 30 to 45 minutes depending on your child's grade. We try to provide help where needed and check your child's work. If there are any aspects of your child's homework you do not want done at the center, please let us know. If your child does not have any homework, he/she will be required to read or do something else quietly, as not to disrupt the other students.

TUTORING

The CDC does allow for tutors to come in. There is a DSS form that must be filled out by the parents, tutor and CDC director before tutoring can begin. We require that you set up a schedule with your child's tutor and notify the CDC of the days and times he/she will be coming. We ask that it be the same day and time each week. Please notify us of any changes with your child's tutor.

SUMMER PROGRAM-Kindergarten thru 5th Grade

Hours of Operation

Monday – Friday 7:30am-6:00pm

The Center will be closed July 4th.

The CDC Summer Program follows the same rules and regulations as the Afterschool Program.

Registration for the summer program is done during Afterschool registration in the spring. When you register, you do so for the entire summer. If your child is absent for one week, due to vacation or camp or any other reason, you will not be charged for that week. You only have one week of being absent without being charged. You do not have to register for the fall if only wanting the summer program.

We have several field trips throughout the summer, water days, games, crafts, and Bible time. The children in our summer program will be invited and will participate in Saxe Gotha Presbyterian Church's Vacation Bible School in June.

Enrollment in the summer program does not automatically entitle a child to a space in the Afterschool program.

Space is limited and available on a first come, first serve basis.

ADMISSION

Our Center enrolls children in Kindergarten through 5th grade. Due to age requirements for entering public school, your child will be placed in a class according to which grade s/he is in, in public school. No new rising 6th graders can enter the Summer Program, but currently enrolled Afterschool students can attend for the summer following 5th grade enrollment.

Afterschool/Summer Program Fees

Registration Fees: Afterschool Only

\$85.00 Registration
\$40.00 Bus Fee
\$125.00 Total due at registration (Non-refundable)

Afterschool and Summer

\$85.00 Registration
\$40.00 Bus Fee
\$15.00 Activity Fee
\$140.00 Total due at registration (Non-refundable)

Summer Only

\$85.00 Registration
\$15.00 Activity Fee
\$100.00 Total due at registration (Non-refundable)

Afterschool Fees: \$60.00 per week, per child.

In-Service (all day fee): We are open for In-service days, weather make-up days, and teacher workdays. A fee of \$20.00 per day, per child is added to the weekly fee, if your child attends these days.

Week Closed at Christmas: No fee due for this week, December 23rd thru December 27th.

Spring Break: The Child Development Center will be open the week of Lexington School District 1 Spring Break. Open Monday, April 6th thru Thursday, April 9th. The fee for this week is \$120.00 per child.

Or

If your child does not attend this week. The fee for this week is \$60.00 per child. (cannot be in the center this week)

Summer Fees: \$120.00 per week, per child. You may take **one** tuition free week during the summer program, if your child will not be attending the full week due to a vacation.

*** Any additional children in the immediate family will be given a \$5.00 weekly discount to regular tuition fees. This does not apply to In-service fees.

*****Fees must be paid each week regardless of attendance except the week closed at Christmas and if enrolled in the summer program one fee free week for vacation**

Our fee structure is reviewed annually, and a current listing is available during registration. Tuition and fees are subject to change based on cost of living increases and the demands of the program by Board approval and with a two month notice to parents.

If you currently have a child enrolled in the afterschool program, **your account must be current (\$0 Balance) in order to register.**

Enrollment one year does not automatically insure enrollment for the following year.

Any openings remaining, after registration of those families currently enrolled, are open to those who have been members of Saxe Gotha Presbyterian Church for at least six months and families on the wait list for the previous year or had children previously enrolled. Remaining openings are then available to the public on a first come first serve basis. Children may be enrolled at any time during the school year if there is an opening.

In house registration packets will be sent home through your child's folder at the front desk. Dates of registration are sent home through the Center's newsletters and posted on the website www.saxegotha.org under Growth. It is the responsibility of the parent to register a child.

PAYMENT PROCEDURE

The tuition for Afterschool/Summer and Extended Care Programs is payable weekly unless arrangements have been made with a Director or Office Manager to pay on another schedule and is the same, no matter what time the child is picked up.

- Payments should be placed in the payment folder located outside the CDC offices by the front or back door.
- Please be sure to include your child's name and the date the payment is for on the memo line of your check.
- When paying in cash, the payment should be placed in the hands of the CDC Director, Afterschool/Summer Coordinator, or Office Manager and a cash receipt will be given.
- Payment is due on Monday for the current week. **You will receive a weekly invoice ONLY if you have a balance on your account.** Outstanding balances of two weeks will be charged a \$25.00 late payment fee.

If you accrue an outstanding balance of three or more weeks, you will receive a certified letter from the CDC Board requesting payment of your bill in full within 5 business days and an additional \$25.00 late payment fee will be charged. If this is not financially possible, it is your responsibility to contact the CDC Director or Office Manager to discuss payment options or eligibility for scholarship assistance. Failure to pay or contact the CDC to bring the bill to date will result in a phone call from a CDC board member. If the parent or responsible party fails to bring the account current or to respond to communication from Director or Board Member your child/children will immediately be suspended from the program until fees are paid. The CDC further reserves the right to turn the account over to a collection agency or to take appropriate legal action to collect the outstanding account balance. The parent or responsible party agrees to pay all costs of collection including reasonable attorney fees incurred by the CDC in an action to collect the past due balance on any account.

LATE OR NON-PAYMENT OF TUITION FEES

The following will result in your child's dismissal from the program:

- Failure to pay tuition or fees in a timely manner
- Chronic lateness that results in 3 CDC Board certified letters in a calendar year
- Failure to respond to written notices within 5 business days
- More than 3 tuition checks returned from bank
- Forged check payments or counterfeit cash payment

We do not offer partial payment for days missed due to illness, vacations, snow days or other reasons unless otherwise decided by the board for the benefit of multiple families affected.

In the event of a financial problem, we are happy to work with your family to set up a plan that will help you keep your child in the program. We want to provide every opportunity for children to remain at Saxe Gotha. Contact the CDC Director or Office Manager at the CDC to discuss arrangements.

WITHDRAWAL FROM PROGRAM

Please notify the Center in writing two weeks in advance if you decide to withdraw your child. **No fees are refundable.**

TEMPORARY LEAVE POLICY

A child can be away from our program due to a parent's maternity leave or short term leave from work due to illness, lay-off, or if your child has an extended illness, etc. providing the family's account is up to date. A \$50 holding fee will hold your child's space in the program for a time of no more than 6 weeks. This is placed in writing, signed by all parties involved, dated, and placed in the child's record. A case by case situation can be evaluated by the CDC Director and the Board of Directors.

LATE PICK UP

A fee is charged if children are picked up after 6:00pm or 3:00pm on designated days. Emergency situations may arise, and you are expected to contact the director as soon as possible. Late fees are \$15.00/per child plus \$2.00/per child for every minute you are late. In the event that a child has not been picked up by 6:00pm, every effort will be made to contact the parents and emergency contacts. The parents will need to pick up the child immediately. If by 7:00pm, no one has been able to get in touch with the parents or emergency contacts, and no one has contacted the center in regards to picking up the child, local authorities will be contacted. Repeated late pickup is grounds for dismissal from the program. It is very important to pick up your child by 6:00pm or 3:00pm on designated days.

TRANSPORTATION

Daily pick-up from schools and field trips scheduled during the year, require use of SGCDC buses. SGCDC follows the bus guidelines as established by SGCDC Board. Each bus carries a first aid kit and a cellular phone to ensure communication between buses and the SGCDC office. Buses are equipped with seat belts, which children are required to wear.

BUS CONDUCT POLICY

The center has adopted the Lexington District 1 School Bus Conduct Policy. A copy of the policy will be provided to you at registration. Please read this policy and review it with your child. Both parent and child will need to sign your acceptance of this policy.

FIELD TRIPS

Field trips are scheduled for Extended Care - 5th grade throughout the summer, Christmas Break, Spring Break, and on In-Service Days. Field trips require written permission. Children may not attend a field trip without a signed permission form from their parent or legal guardian.

On field trip days, please have your child at SGCDC 30 minutes prior to departure. Before leaving for field trips, children are provided a snack and use the restrooms. If we are expecting your child to attend the field trip, and a conflict has come up, please notify SGCDC as soon as possible.

To ensure all children are safe while attending field trips, we must maintain a safe environment and we will not be able to deal with children with behavioral problems. Children who have had

incidents with behavioral problems may not attend field trips or stay at SGCDC during the time of the field trip. An attendance/tracking record and emergency contact for each child will be taken on all field trips. Children will not be allowed to go to restrooms unsupervised or left with non-staff members while on field trips. Should an emergency occur while on a field trip, the staff will assess the situation and take immediate action to ensure the health and safety of all children. SGCDC will be notified immediately as well as parents.

INCLEMENT WEATHER

Generally speaking, we will follow Lexington 1 for closings and delays.

- If Lexington 1 schools are closed due to inclement weather, SGCDC will be closed.
- If Lexington 1 schools are closed for an extended period of time, we will notify parents via email or phone when we are able to open.
- If Lexington 1 schools close early due to inclement weather, we will close **immediately**. You will need to pick up your child as soon as possible. We will remain open no later than one hour after the announced closing time.

All information about inclement weather decisions will be passed along to parents by a phone call or email from SGCDC. In addition, information will be posted on WIS News television and the church's website Saxegetha.org. In the event of a power outage due to inclement weather, a cell phone tree will be started to contact parents and the Facebook page will be updated as well.

SNACKS

- Children will be given a daily snack.
- This may consist of fruit, cereal, crackers, cheese, cookies, etc. and water.
- Afterschool Program - Children are provided an afternoon snack. Children will be provided a morning and afternoon snack on In Service Days, Christmas and Spring Break.
- Summer Program – Children are provided a morning and afternoon snack.
- Please notify SGCDC office of any food allergies your child may have.
- Parents are responsible to provide a “safe” snack for their child due to allergies.

CELEBRATIONS

We welcome any treats you would like to share with your child's class on special occasions. For safety reasons, balloons are not allowed. DSS stipulates that children are to be served food purchased from a store with ingredients labeled clearly and package has not been opened or seal broken. We are not able to accept homemade goodies for the children. This is to help prevent any reactions that may be caused by food sensitivity as well as hygiene requirements established by DSS.

COMMUNICATION

You will receive a newsletter to keep you up to date with what's going on in the program. If at any time we need to give you additional information, it will be in your child's folder located at the front desk. **Please check your child's folder daily.** Important dates and notes will be written on the whiteboard by the front desk. We will do our best to keep you informed, but it is up to you to check for notes and newsletters.

DEPARTURE PROCEDURES

Children must be signed-out daily by a parent/guardian or authorized person. Siblings are **not** permitted to sign-out a child unless they are sixteen years of age or older.

Please list on your child's enrollment form those persons who are allowed to pick up your child. If anyone other than a parent or guardian is picking up your child, please email, send a note, or call the CDC office. The person picking up your child should be prepared to show identification. If we question someone or ask for identification, it is for your child's safety.

If you have a court order that names a person who is **NOT** to have your child, we must have a copy for our files and a current picture of the person. Your child's safety is our first priority.

CUSTODY QUARRELS

In the event of custody claims between parents, the parent who has custody (Custodial parent) must furnish the school a copy of the custody papers. The custodial parent will be the only parent who may remove the child from the center without written instructions. The custodial parent will list those people who are allowed to pick up their child. It is the custodial parent's responsibility to notify Saxe Gotha CDC if someone other than themselves is picking up the child.

NON-CUSTODIAL PARENT PICKING UP A CHILD

The parent with primary custody must notify Saxe Gotha CDC in writing that the non-custodial parent is picking up the child or children. Should the non-custodial parent attempt to pick up the child or children from the center, without written consent from the custodial parent, the custodial parent will be notified immediately by the Director or the Director Designee.

INTOXICATED PARENT PICKING UP A CHILD

In the event that a parent or other person authorized to pick up a child from Saxe Gotha CDC comes to the center intoxicated, the staff will use their best judgement in determining if the person picking up the child is in a condition which may prevent him/her from assuring the child's well-being.

The following steps will be taken for the well-being of the child:

1. The Director and/or Director Designee will be notified immediately to speak with the person, believed to be intoxicated.
2. If the Director and/or Director Designee determines the child's well-being is at risk, the Director or Director Designee will contact the parent (s) or another authorized person on the pickup list to pick up the child.
3. If the intoxicated person attempting to pick up the child becomes belligerent while in the center, the police will be called.

ATTENDANCE AND TRACKING OF CHILDREN

Accurate attendance records must be kept daily. Attendance is taken when the children arrive. In the event of a fire drill, or actual emergency, attendance records must be taken by the teacher, with the class to ensure all students have exited the building. Attendance records must also be taken on field trips to ensure all children are present at all times. Teachers are to conduct a face to name attendance before leaving the classroom or departing from any other location they may have moved to such as the playground, the gym, or the sanctuary.

PERSONAL BELONGINGS

We cannot be responsible for lost or damaged personal items.

Children may bring up to 2 items from home on In Service Days, Christmas Break, Spring Break, and during the Summer Program. This includes toys, board games, books, balls, etc.

Electronics will **only** be allowed on designated day(s) and designated times during Christmas Break, Spring Break, In Service Days, and the Summer Program. Parents will receive information about which days electronics are allowed.

Toys, electronic games and personal items should be used only by the child that brought them. Sharing of such items is not allowed due to loss, breakage and children that are not allowed to have or use them. Children are not allowed on "chat rooms" or text while at the CDC. If so, they will not be allowed to bring them back. Electronic games should be age appropriate and no violence.

All items should be marked with your child's name, including video games, iPad, headphones, bags, books, etc. Your child should check with their teachers before bringing them out for play. It is the child's responsibility to take their personal items home each day. Any article left in the building will be placed in the Lost and Found. Items left in Lost and Found over 7 days are subject to donation.

DRESS CODE

The CDC has established a basic structure for determining appropriate dress standards for children, similar to that of Lexington School District One. Clothing should not be immodest or inappropriate to the school/church setting.

Therefore, the CDC will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes (but is not limited to) bare midriffs, halter tops, spaghetti straps and see-through shirts, tops or blouses. Tank tops are allowed but should be at least 2-finger widths.

Children may not wear overly tight or shorter than fingertip-or mid-thigh-length shorts, skirts, skorts or dresses. Shorts must be worn under dresses and skirts. Children must wear pants at the natural waistline. Undergarments should not show and should not be worn outside of clothing.

Students must wear proper shoes at all times. Shoes that fully cover the child's feet should be worn when going on field trips. The only exception is if the field trip is to the splash pad. If your child comes to the CDC dressed inappropriately, the parents will be called and asked to bring the child a change of clothes.

CELL PHONES/WATCHES:GPS TRACKING, SMART, GIZMO, ETC.

These devices are **not** permitted at Saxe Gotha CDC. If your child comes to the CDC with these devices, they will be taken away and returned at the end of the day. Please contact the center if you need to reach your child.

IMMUNIZATIONS

A South Carolina Certificate of Immunization obtained from your child's pediatrician is required at the time of registration. When your child is updated on immunizations, please provide the Director or Office Manager with an updated DHEC certificate. Immunizations must be current to attend SGCDC.

HEALTH POLICIES

Please provide any information to help the staff with your child's health, especially serious allergy problems, on the registration forms.

In an effort to reduce the spread of illnesses, if you have any doubt your child is not feeling well or is just not acting like himself/herself, please keep him/her home.

Any child who has a temperature of 100 or higher, has vomited, or has diarrhea while attending school, a parent or emergency contact will be called, and the child must be picked up immediately. The child cannot return to SGCDC for 24 hours unless a doctor's excuse is made available.

24 Hour Rule- Illness

Child must be symptom free for 24 hours, which means 24 hours after the child had the following symptoms with no medication given:

- Temperature of 100 or higher
- Vomiting
- Diarrhea

If your child has one of the listed communicable diseases, he/she may return to school when the following conditions are met:

- **Chicken Pox** – when all sores are scabbed over
- **Pink Eye** – when there is no discharge from the eye and after 24 hours of doctor prescribed treatment
- **Impetigo** – when all sores are gone
- **Head Lice** – after treatment with prescription cream or shampoo and after all nits are gone. Child will not be allowed to return to the program without the CDC Director's examination and approval.
- **Ringworm** – after 24 hours of doctor prescribed treatment
- **Strep Throat** – free of fever, without fever reducing drugs, and on antibiotics for 24 hours

Please notify us if your child has any of the above communicable diseases.

When your child has a cold, please use good common sense about sending him or her to school. A child with thick green nasal discharge who is very stuffy or is coughing repeatedly should be kept home. Young children do not cover their mouths and noses when coughing and sneezing, which spreads the germs to the other children. We want to help all the children stay healthy.

MEDICATIONS/SUNSCREEN

- All medicine must be sent in its original container.
- Medicine/sunscreen must be properly labeled with child's name. Parents must fill out an Administer Medication form and sign the form before staff members will give the child medicine.
- Please give the medicine/sunscreen and form to the Director, Afterschool/Summer Coordinator, or Office Manager.
- All medicines/sunscreen will be kept and handled in the office, with care given to good hygiene.
- **Medicine/sunscreen should never be sent in your child's book bag or lunch box.**
- If your child has a chronic condition, please talk to the Director about the needed treatment.

CHILD ABUSE AND NEGLECT

By law, we are required to report any suspected cases of child abuse and neglect. If such cases arise, the staff member will report to the Director. The Director will notify the Protective Services Unit of the Department of Social Services.

ACCIDENTS/INCIDENTS

Accidents

An accident report is sent home when a minor accident occurs. There will be two copies of the accident form in your child's folder. One copy needs to be signed and sent back to school the next day or left with the person at the front desk. The other copy is for the parents to keep. A parent will be contacted concerning any accident serious enough to require parental attention.

Incidents

Incident reports will be used to communicate with parents about any behaviors that are inappropriate such as hitting, biting, name calling, pushing, etc. There will be two copies of the incident form in your child's folder. One copy needs to be signed and sent back to school the next day or left with the person at the front desk. The other copy is for the parents to keep.

EMERGENCY MEDICAL PLAN

In the event of a serious accident or emergency and if the staff is unable to reach a parent, the child will be transported to Lexington Medical Center by ambulance or in a staff car. An assigned member of the CDC staff will secure any medical attention from the Lexington Medical Center Emergency Room that the attending physician deems necessary. A form stating this policy will be signed by the parents and kept in the child's file. It is extremely important for parents to provide accurate telephone numbers where they may be reached **at all times**. Parents must provide two additional people to contact if parents cannot be reached

DISCIPLINE POLICY

Our goal is to help each child learn self-discipline. We do, however, have rules about acceptable/inappropriate behavior that must be followed for the safety, health and emotional well-being of each child.

Our form of behavior management is:

- To provide an age appropriate environment
- To set limits that are easily understandable and consistently carried out
- To give a child an opportunity to make decisions concerning his or her behavior
- To try to modify the child's unacceptable behavior by praising the good and addressing the unacceptable behavior.
- To allow the child to accept the consequences of his or her unacceptable behavior.

The staff uses positive techniques of guidance, including redirection, anticipation and elimination of potential problems, positive reinforcement, modeling and encouragement. Children are encouraged to use their words to talk with teachers and other children about what they need or desire, and to resolve conflict. Competition, comparison or criticism is not used.

If it is necessary to separate a child from other children, adult supervision is maintained, and the separation period is age appropriate.

Corporal punishment or other humiliating or frightening discipline techniques are not used. A child is never deprived of food, water, nap or bathroom facilities.

Consistent, clear ways of living together respectfully are understood and demonstrated by the staff.

When inappropriate behavior occurs, the staff examines the situation to determine the cause (physical problem with child such as illness, sleepiness, hunger, problems at home, problems in classroom, etc.). Patterns of inappropriate behavior are documented and brought to the attention of parents.

AGGRESSIVE BEHAVIOR

Aggressive behavior is defined as "A hostile action in which the child acts to cause harm to another person." [Jan Jewett (PhD in Early Childhood Education), Kidsource.com]

SGCDC believes that the safety of students and staff is a primary concern. Therefore, an aggressive behavior policy has been developed. Aggressive behavior will include, but is not limited to, the following behaviors: anything that may harm another such as, but not limited to, bullying, biting, kicking, hitting, choking, pushing, scratching, poking, and throwing items. A family may be requested to remove their child if the situation does not improve. We use this aggressive behavior policy as a guideline, remembering the age and developmental stage of the child which will be considered in the discipline of every child. Every incident will be handled as an individual case with appropriate steps taken that involve the parents, teachers and director.

All aggressive behavior at SGCDC will require an incident report by the teachers witnessing the event. This report will be signed by the parents of the children involved, and copies of the signed

report will be kept on file.

Should a child display inappropriate behavior, according to the behavior but not necessarily in this order, we will:

- Redirect the activity or his/her attention.
- Talk to the child about the behavior and how to handle it.
- Use "timeout" (one minute per child's age) - this is not used to make the child feel separated but rather a time for the child to observe how others are acting and determine how he/she needs to behave with his/her friends.
- Ask the parents to come in for a conference and help us resolve the problem.
- As a last resort, if a child continues to be aggressive and hurting others, we will ask for parental cooperation in helping the child understand appropriate behavior. If the problem continues even with the cooperation of the parents, the situation will be taken to the Board of Directors and dismissal from the program could be necessary.
- If there are multiple behavioral occurrences in a single day, a parent may be contacted to pick up child immediately.

DISASTER PLAN

Children will be walked to the Lighthouse (Building behind the Church) if anything occurs that will be dangerous to the children and staff in the CDC area. Each staff will carry a cell phone and a notebook that contains emergency medical supplies and information concerning the children. Parents will be contacted.

If the danger requires that the children and staff vacate the Saxe Gotha Presbyterian Church campus, the children and staff will vacate to the Holiday Inn Express, 131 Inn Keeper Drive, Lexington, SC 29072 or to wherever we are directed to by the authorities. The staff will carry cell phones and notebooks that contain emergency medical supplies and information concerning each child. Each teacher will be responsible for their class. The director, afterschool coordinator and office manager will assist the teachers in calling families. The administrative staff will carry information containing family phone numbers and other emergency information, such as medical instructions. Parents/Guardians will be contacted and made aware of the situation. Arrangements will be made at that time with the parent/guardian regarding care for your child

In the event that a major emergency or disaster occurs on our campus and we are required to evacuate, the children will be transported by bus to another Red Cross designated mass shelter.

All relocation site addresses will be posted on the front and back doors of the Child Development Center area.

WEAPONS POLICY

SGCDC follows Lexington 1 policies of prohibiting students from bringing any item capable of injuring another person or property onto the CDC/Saxe Gotha Presbyterian Church premises. This includes any type of knife, firearm, other sharp object or any object that could be considered a weapon, including replica guns or knives that look like real weapons. A replica gun is a device, which appears to be an operable firearm, and is presented as being a real gun, but which lacks the ability to expel a projectile.

We do not allow any toy guns at SGCDC except for water guns on water day during the summer program.

Any student, who possesses, handles or transmits a knife, firearm or any other object that can be considered a weapon (including a replica weapon) will be immediately referred to the CDC Director. It is up to the director/afterschool coordinator to determine if the student's possession was knowing or intentional. If the student maintains that he or she did not knowingly have possession, and the explanation is credible to the director/afterschool coordinator, the student will

not be suspended. If the director/afterschool coordinator does not deem the student's explanation credible, first offense students will receive a **minimum** 2-day suspension. Parents will be notified immediately and asked to pick-up their child. For second offense students, a parent meeting will be called to inform the parent of the disciplinary action to be taken. This action is to be determined by the director/afterschool coordinator and may involve immediate suspension from the program (fee payment required for duration of suspended time) or expulsion from program with no return entry depending on the severity of the offense.

Any student who realizes that they have accidentally brought a weapon such as a knife into SGCDC should immediately go to a teacher or director and turn it in. If it is clear the student turned the item in immediately upon discovery, the student will not be suspended. Students who delay turning in such an item, or who turn an item in only after having been discovered, may be suspended with a recommendation for expulsion.

OPTIONAL PROGRAMS

At Saxe Gotha CDC we offer optional programs and activities. Information will be sent home regarding these programs throughout the summer and school year. These programs are not billed through SGCDC; you will pay the program coordinator directly.

FUNDRAISING

SGCDC may hold several revenue producing events during the year. All large events are designed with the purpose of making money for the CDC to provide new toys and/or materials. All money raised goes directly to the general fund unless noted otherwise.

CONFIDENTIALITY

Children's information is kept in locked files. Only Saxe Gotha CDC administrative staff and DSS (Department of Social Services) have access to these files. Information is released only to parents or those approved by parents.

POLICY CHANGES

We reserve the right to make policy changes when necessary. We are not able to predict or list in this handbook every contingency that may occur. We will inform you of any changes that are necessitated before implementation or soon thereafter as possible.

ADMINISTRATIVE INFORMATION

POLICY STATEMENT

This policy statement shall apply to any parent/legal guardian concerning rights and restrictions with respect to a child or children enrolled at Saxe Gotha Presbyterian Church Child Development Center (hereafter "CDC").

A parent or legal guardian shall have access to a child or children's education records maintained by the CDC pursuant to South Carolina Code Annotated § 63-5-30. Should a parent or legal guardian desire access to a child or children's record, the requesting party shall submit an Educational Records Request Form rather than a legal subpoena. There shall be a waiting period of up to ten working days prior to obtaining the records. The parent/legal guardian shall pay a charge of \$5.00 per page for a copy of the records to cover staff time and copy charges.

Employees of the CDC shall not be subject to a personal subpoena, a deposition, a court appearance, or any other type of legal proceeding unless so ordered by a court of competent jurisdiction. This policy statement may be utilized by the CDC or any employee thereof in the defense or presentation of any protective motion. Tuition and costs shall be the responsibility of the issuing party in violation of this written policy.

Teachers, care-givers, and administrators of the CDC shall not be permitted to give written statements under any circumstances, sworn or otherwise.

The CDC or any employee thereof shall answer a subpoena if it is issued by the Department of Social Services pursuant to South Carolina Code Annotated § 63-7-1210 which provides for appropriate methods to investigate alleged child abuse reported to the agency by a third person.

It is the goal of the Saxe Gotha Presbyterian Child Development Center to be a safe and loving place for each child. To this end, we desire for anyone a child loves to feel welcomed and included regardless of issues between adults that are happening outside the walls of this building. Unless appropriate paperwork preventing a child's parent/guardian from access to the child or building is presented to and on file with us, we will not be involved in any action that will help or hinder either party currently divorced or seeking divorce. Any information requested by one party will be shared with the other party as well. Please understand: our aim is to maintain the Child Development Center as a loving and secure environment for all children.