



# Preschool and Extended Care Parent Handbook

Revised January 2018



Dear Parents,

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 have the opportunity to explore, create, and grow in a nurturing and stimulating environment. Our goal is to meet the needs of each individual child 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. This allows the children to feel loved and secure at preschool and to begin a lifetime of learning.

Our staff is always available to answer questions or to discuss your child's needs or problems. If we work together, and make home and school a team, we truly believe a solution will be found for any problems. 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 school year!

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

## **STATEMENT OF PURPOSE**

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 After School 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 Preschool/Extended Care 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 10% 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.

## ADMISSION

### PRESCHOOL

Our Preschool enrolls children two years of age through four years. Due to age requirements for entering public school, your child will be placed in a class according to his/her age as of September 1 of that school year.

A **\$125.00 nonrefundable registration/supply** fee is **due at registration**. \$85.00 is registration fee and \$40.00 is part of the supply fee. The remainder of the supply fee is due at the beginning of school along with the first month's tuition payment.

### Preschool Programs and Fees

Age group	Days	Monthly Tuition	Supply Fee (Due August)
2 Year Olds	2 Day Monday/Tuesday OR Wednesday/Thursday	135.00	35.00
2 Year Olds	3 Day Tuesday-Thursday 4 day option available	150.00 160.00	35.00
3 Year Olds	3 Day Tuesday-Thursday	150.00	60.00
3 Year Olds	4 Day Monday-Thursday	160.00	60.00
4 Year Olds	4 Day Monday-Thursday	160.00	70.00

**\*\* Any additional children in immediate family will be given a \$10 discount in monthly tuition. \*\***

### Optional Programs and Fees

#### Early Morning Care:

Early morning care is offered for all ages Monday through Thursday from 7:30AM – 8:45AM. This is not a drop in program and **space is limited**. This cost is added to your monthly tuition.

**4 Day Early Morning Fee: \$50.00/month**

**3 Day Early Morning Fee: \$40.00/month**

**2 Day Early Morning Fee: \$30.00/month**

#### Lunch Bunch Offered for 3's and 4's Classes Only

Lunch Bunch is offered to the preschool children on Tuesdays and Thursdays each week. Children bring lunches from home.

Lunch Bunch ends at 12:45. This cost is added to your monthly tuition.

**Lunch Bunch Fee: \$25.00/month**

**A currently enrolled family may not register if their account is not kept current with a zero balance.**

## ADMISSION

### EXTENDED CARE

A few openings are available for three and four-year-old students to enroll in our Extended Care Program. Due to age requirements for entering public school, your child will be placed in a class according to his/her age as of September 1 of that school year.

A **\$125.00 nonrefundable registration/supply fee** is due at registration. \$85.00 is registration fee and \$40.00 is part of the supply fee.

### Weekly Tuition

The first week's tuition is due the first day your child attends Saxe Gotha.

Age group	Days	Weekly Tuition Due each Monday	Supply Fee (Due August)
3 Year Olds	Monday-Friday Preschool Monday-Thursday	130.00	60.00
4 Year Olds	Monday-Friday Preschool Monday-Thursday	130.00	70.00

**A currently enrolled family may not register if their account is not kept current with a zero balance.**

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

***In house registration packets will be sent home through your child's folder. Dates of registration are sent home through the Center's newsletters and posted on the website [www.saxegotha.org](http://www.saxegotha.org) under Growth. It is the responsibility of the parent to register a child.***

Registration for current families is in January of each year for the following school 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 the families on the wait list for the previous year. 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.

## 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.

## WITHDRAWAL FROM PROGRAM

Please notify the Center in writing two weeks in advance if you decide to withdraw your child. No fees are refundable. Payment is required for the two weeks' notice.

## 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. Your monthly tuition rate will be reduced by half. This will hold your child's space in the program for a time of no more than 6 weeks. This agreement 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.

## **ATTENDANCE AND LATE ARRIVALS**

Children are expected to attend each day they are not sick. Frequent absences suggest our program does not meet your family's needs. Children also need to arrive on time. Since our day's planned activities begin by 9:00, if a child is frequently late, he will miss a lot and may have difficulty feeling he is a part of the group

## **FEE STRUCTURE**

Our fee structure is reviewed annually and a current listing is available during registration. 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.

## **PAYMENT PROCEDURES PRESCHOOL ONLY**

The **First Month's** tuition is due the first day of school. The remaining month's tuition is due by Monday of the first week of each month. If payment is not received by the end of the first week of the month, a \$10.00 late fee is added. Late payment three months in succession is grounds for termination of enrollment. If you do not return your payment in the parent communication envelope provided, we cannot be responsible if it is lost.

***Payment Procedures for Extended Care students - Please see the Extended Care section at the end of the handbook.***

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. Contact the CDC Director or Office Manager to discuss payment options or eligibility for scholarship assistance.

## **LATE PICK UP FEES (Preschool)**

Afternoon carpool (pickup) is 11:45-12:00. If your child participates in Lunch Bunch, carpool is 12:45-1:00. The carpool line will remain open until there are no more cars in line. After 12:00 (1:00 on Lunch Bunch days) when there are no more cars in line, any child not picked up will be taken to the office and a late fee will be charged. Late fees are \$15.00 plus \$2.00 for every minute you are late. When an unavoidable situation such as car trouble causes you to be late, please contact the director immediately.

It is very important to be in carpool line at 11:45 (12:45 on Lunch Bunch days) or you will risk being charged a late fee. Repeated late pickup are grounds for dismissal from the program.

## **LATE PICK UP FEES (Extended Care/Afterschool)**

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 plus \$2.00 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.

## **CALENDAR / INCLEMENT WEATHER**

Saxe Gotha Preschool Program follows Lexington 1 school calendar for openings, closings, and weather makeup days during the school year. If Lexington 1 lists a Saxe Gotha Presbyterian Church holiday, such as Good Friday, as a weather makeup day, our center will be closed regardless.

- If Lexington 1 schools are closed or open late due to inclement weather, Preschool will be closed.
- If Lexington 1 schools are closing early due to inclement weather, please pick up your child immediately.

- Please listen to local radio and television stations (WIS TV) for announcements of school closings.

### **LEXINGTON 1 COLLABORATIVE PLANNING DAYS**

Lexington 1 has Collaborative Planning days approximately once a month, which means the elementary schools dismiss at 11:40am these days. Because SGCDC has an afterschool program, our preschool students must dismiss at 11:00am on these days. These days will be listed as Early Release Days on the preschool calendar. Extended Care students will not dismiss on these days.

#### ***Calendar and Closings for Extended Care students***

***Please see the Extended Care section at the end of the handbook.***

### **CLOTHING AND PERSONAL BELONGINGS**

Children should come to school dressed for play. Your child may get dirty or get paint on his/her clothes, so you may want to save special outfits for another time. We strive to teach children to be independent.

**Please do not dress your child in clothing they cannot manage themselves such as: pants with buttons and zippers, body suits, belts, etc.**

Each child should have a seasonal change of clothes in a zip lock plastic bag to be left at school and kept in child's classroom.

**Tennis shoes are ideal, or shoes that are secure on the foot with a rubber sole or non-slip sole,** for your child at school since they protect the feet better than sandals or flip flops. Sandals and flip flops do not provide firm footing for children at school.

Children should not bring gum, candy or toys to school. Please help your child understand that his toys may get lost or broken. Occasionally there may be a "show and tell" time. Your child's teacher will explain how that works. Two year olds may certainly bring any needed security items, especially for the first few weeks. The teachers will encourage your child to leave this item in the book bag while in preschool.

### **OUTSIDE PLAY**

We play outside every day weather permits! Please dress them for the weather. Be sure to put your child's name inside jackets, sweaters, hats, mittens, etc. In early fall and in spring, you may want to apply sunscreen on your child before he/she comes to school.

### **SNACK**

- Your child will be given a nutritious mid-morning snack, which may consist of fruit, cereal, crackers, cheese, cookies, and water.
- A snack menu will be posted outside the Director's office.
- **Please notify the CDC office of any food allergies your child may have.**
- Please send in a supply of "safe snacks" if your child has food allergies.
- Two year olds are asked to bring an empty labeled sipper cup each day.
- Children are not allowed to come in with breakfast.

### **BIRTHDAY CELEBRATIONS**

We welcome any treats you would like to share with your child's class on his/her birthday. 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. You are welcome to come and serve treats or do a special activity with your child's class in recognition of his/her birthday. Please be sure to plan in advance with your child's teacher.

## **CURRICULUM**

Our curriculum is based on the Creative Curriculum approach to learning. It encourages children to be actively involved in the learning process. The curriculum plan for each age level is designed to be age and individually appropriate. The curriculum encourages the children to experience a variety of developmentally appropriate activities and materials. Our teachers know that children build their understanding of the world from their own active involvement with people, materials, and ideas. The teachers provide them with ongoing opportunities for active learning. The children are encouraged to pursue their own interests in the classroom to develop curiosity, initiative, resourcefulness, and self-confidence. Children are given opportunities to make choices. A balance of child-initiated and staff-initiated activities is provided.

Teachers use a thematic approach and units of study usually change every one to two weeks. Within these units, many skills are presented. We work closely with Lexington School District I curriculum staff to ensure that our teaching methods and curriculum follow their guidelines. We are in accordance with the district's goals and expectations for children entering kindergarten.

A Christian curriculum is used by all the teachers. It is implemented through daily prayers at snack, weekly Bible story time, and chapel. Each age group memorizes weekly or bi-weekly Bible verses.

## **TECHNOLOGY POLICY**

Digital devices such as iPads will be integrated into our preschool program. Our goal in offering this is to enhance our students educational experience. The Internet offers access to worldwide information in text and media form that, if used properly, can stimulate student learning. Students, under no condition, will be allowed to access the iPad without parent permission and teacher permission.

The iPads, or other digital devices will be controlled and monitored by the teacher in the classroom and will be filtered by SGPC's content filter to help prevent access to inappropriate content online.

## **FIELD TRIPS**

Field trips are a wonderful way of extending the child's classroom learning experiences and besides – they're fun! At Saxe Gotha CDC, our three and four year olds go on field trips during the year. We use the CDC buses to transport the children on these trips. A licensed CDL driver will drive the buses. All of our buses are equipped with seatbelts, first aid kit, fire extinguisher, and information on each child. Fees for these trips are included in your supply fee.

## **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.

## **TOILET TRAINING POLICIES**

### **TWO YEAR OLDS**

Two year olds do not need to be toilet trained. All children who are not toilet trained must wear only diapers or **Velcro-sided** Pull-ups. If there comes a point when a child is ready to begin the toilet training process, arrangements must be made with the teacher ahead of time so that a reward system can be set up. The Director and the teacher have the discretion to tell the parents that their child is not ready.

### **THREE AND FOUR OLDS**

Children are required to be potty trained in order to attend any of the three and four year old classes. While accidents are to be expected, if they become frequent, the parent will be called to come and change their child's clothing.



## OPTIONAL PRESCHOOL PROGRAMS

### Early Morning Drop-Off

We offer a limited number of spaces for early morning care from 7:30am – 8:45am, Monday-Thursday. **This is not a drop-in service.** Children come the days they have preschool. You will be charged monthly for this optional program. You may sign up for this at registration or anytime during the year, if there is space available.

### Lunch Bunch

Lunch Bunch is offered on Tuesday and Thursday for three and four year olds. The cost is \$25.00 per month and is payable with monthly tuition. **This is not a drop in service.** You may sign up for this at registration or any time during the year. Enrollment is for both days, Tuesday and Thursday, each week. Children need to bring a lunch, including a drink, in a lunch box.

**We are not able to refrigerate or heat items.**

Lunch Bunch for the three and four year old's will begin the first Tuesday the week school begins.

Children should be picked up from Lunch Bunch at 12:45 using the normal carpool pick-up procedures or walk-up procedures.

## DROP OFF AND PICK UP PROCEDURES

### MORNING CAR DROP OFF (8:45am-9:00am Monday-Thursday)

All parents are welcome to use the covered drive-thru for drop-off.

Cars should form a line going up the hill and pull up under the drive-thru two at a time where teachers will unload children.

- Teachers will come to the car to get your child and walk him/ her to the classroom.
- **DO NOT let your child out at the door unless a teacher is there to receive him.**
- **Children will exit the vehicle from the passenger side of the car.**
- If you arrive later than 9:00, you should park and bring your child inside.

### WALKING YOUR CHILD TO THE CLASSROOM FOR PRESCHOOL (8:45am-9:00am Mon.-Thurs)

- Enter the building from the playground side of the building.
- Please park in the lot beyond the playground, come down the sidewalk and enter SGCDC on the playground side of the building, through the glass doors.
- **No one will be allowed to park and walk across the line of cars at the drive-thru entrance between 8:45-9:00.**
- Children should be taken directly to their rooms. Please avoid lingering in the hallways to talk or see if your child cries. We are accustomed to dealing with children who cry. We will call you if your child becomes unusually upset. You may call us if you want to check on your child.

### EARLY MORNING CARE

If your child participates in the early morning care, he can arrive no earlier than 7:30am. Please park your car, walk your child into the building, deliver him/her to the staff on duty, and sign in your child on the sign-in sheet at the front table. You may park at the front entrance of SGCDC near the covered walkway. Please do not walk into the building between 8:40-9:00 at this entrance, as carpool will be in progress. **You may not let your child walk in the building alone.**

### DEPARTURE (11:45-12:00 Monday-Thursday)

Parents may pick up children through the carpool line or walking up on the playground side of the building.

- Parents will be given 2 carpool numbers to use for pickup in the carpool line or if walking up.

- Please have your carpool number with you when picking up your child.
- If you carpool with another family, you will need both numbers.

### **Carpool Line Departure**

- Cars should line up the hill and pull under the drive-thru two at a time
- Hang the carpool number from the rearview mirror so it can be easily seen by the staff.
- Leave the number hanging until your child has entered the vehicle.
- Children will enter the vehicle on the passenger side.
- Once your child is loaded, move down the line and buckle your child in his/her seat.
- The teachers cannot buckle each child's seatbelt.
- Remember to watch the traffic and drive carefully through the drive-thru.
- Please STOP at the stop sign at the end of the drive before turning into the parking lot. Your child's safety is our only concern. If you are in a hurry, please arrive early.

### **Walkup Pickup**

- Enter the building from the playground side of the building.
- Please bring your carpool number and stop at the glass doors
- A staff member will greet you and call for your child to be brought to you.

**Parents will not be allowed in the building during pickup, as our goal is to dismiss the children in a safe and timely manner.**

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 send a note or call the CDC office. If we question someone or ask for identification, it is for your child's safety!

If you need to speak to a teacher, please call SGCDC office and leave a message. Drop off and pick up times are very busy for the teachers and staff, therefore for all the children's safety, this is not a time to discuss your child with the teachers.

### **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**

- All medicine must be sent in its original container.
- Medicine 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 and form to the Director, Afterschool/Summer Coordinator, or Office Manager.
- All medicines will be kept and handled in the office, with care given to good hygiene. **Medicine 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 at school. An accident form will be placed in your child's folder. This form needs to be signed and sent back to school the next day. Parents may request a copy of the accident form. 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. A copy of this form will be sent home for parents to sign and return to school. Parents may request a copy of the incident form.

## **DISCIPLINE POLICY**

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.

## **SPECIAL NEEDS**

SGCDC embraces diversity of all kinds and supports the inclusion of children with special needs. However, we do not staff special needs specialists nor are the rooms equipped for students with special needs. Enrollment of children with special needs will be contingent on our ability to the best care for all children in class. Please contact the director regarding your child’s specific needs to see if SGCDC will benefit your child

## **EMERGENCY MEDICAL PLAN**

In the event of a serious accident or emergency and if the staff is unable to reach a parent, their child will be transported to Lexington Medical Center by ambulance or in a staff car. 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.

## **DISASTER PLAN**

Children will be walked to the Lighthouse Building 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. The teachers and staff will be in charge of approximately 6 children each. They will be responsible for calling the families of those six children. 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.

## **CUSTODY QUARRELS**

In the event of custody claims between parents, the custodial parent (parent with primary custody) 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 custodial parent (parent with primary custody) must notify Saxe Gotha CDC in writing when 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:

- The Director and/or Director Designee will be notified immediately to speak with the person, believed to be intoxicated.
- 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.
- If the intoxicated person attempting to pick up the child becomes belligerent while in the center, the police will be called.

## **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 and must be approved by the Session during their August meeting for the following year. All money raised goes directly to the general fund unless noted otherwise.

## **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.

**\*\*If enrolling your child in our Extended Care Program, all of the policies listed so far are applicable. The next section of this handbook is to also familiarize you with our Extended Care Program and policies.**

## **EXTENDED CARE PROGRAM**

A limited number of spaces are available in this program for three and four year old's. The Center is open for these children from 7:30am – 6:00pm, Monday through Friday.

### **Extended Care Daily Schedule**

#### ***Early Morning Care: 7:30am – 8:30am***

Students may be dropped off from 7:30am – 8:45, Monday through Friday. You must park and walk your child in to the early morning care room. At 8:30 children will be taken to their Preschool classroom Monday through Thursday. There is no Preschool on Fridays.

#### ***Preschool Carpool Line: Monday-Thursday 8:45-9:00***

If you bring your child to school during this time, you may use the carpool line. Teachers will take children out of the car and walk them to the classroom. If you would like to walk your child in during this time, please park on the playground side of the building to walk your child to his/her classroom.

#### **Do Not Walk your child through the carpool line.**

#### ***Lunch: 12:00 – 12:45***

Children need to bring a lunch, including a drink, and utensils in a lunch box. We are not able to refrigerate or heat up lunches.

#### ***Rest Time: 12:45 – 2:00***

Children will have a rest period after lunch. The time is approximately one hour. Please provide a small pillow and blanket for your child for rest time. Children are allowed to bring ONE small plush item to sleep with as well. Blankets and pillows will be sent home each Friday to be washed over the weekend. These items will need to be sent back on Monday.

#### ***Afternoon with Afterschool: 2:00 – 6:00:***

The children will enter our Afterschool Program at 2:00pm. While the extended care children are kept together, they may be included with the Kindergarten class. Weather permitting, they will play outside, have crafts, stories and other fun activities.

## **SNACKS**

Children will be provided a morning and afternoon snack.

## **CALENDAR AND CLOSINGS**

The Center is open for these children year-round with the exception of the following days:

- Labor Day
- Presidential Election Day
- We will close at 3:00pm the day before Thanksgiving and the Friday before Christmas Break.
- Thanksgiving Day and the day after
- Martin Luther King Day
- Memorial Day
- Fourth of July

**The Center is closed one week during the Christmas holidays.**

**Please note that all dates on calendar are subject to change.**

## INCLEMENT WEATHER

- If Lexington 1 schools are closed due to inclement weather, SGCDC will be closed.
- If Lexington 1 schools are delayed in opening, we will notify parents via email or phone when we will be able to open.
- 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 are closing early due to inclement weather, you will need to pick up your child as soon as possible. Please listen to local radio and television stations (WIS TV) for announcements of school closings.

## LATE PICK UP POLICY

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 plus \$2.00 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 will be grounds for dismissal from the program. It is very important to pick up your child by 6:00pm.

## FEES

**The weekly tuition for the Extended Care Program includes Early Morning Care, Preschool (Monday-Thursday, 9:00-12:00), and After School Care. Snacks are also included in this fee.**

The tuition for the Extended Care Program 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 on the outside of the Director's office. Please be sure to include your child's name and the date the payment is for on the memo line of the check. When paying in cash, the payment should be placed in the hands of a Director 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 due. Outstanding balances of two weeks will be charged a \$25.00 late payment fee.

If you accrue an outstanding balance of three weeks or more, 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 a Director or Office Manager to discuss payment options.

Failure to pay or contact the CDC to bring the bill up 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 a 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.

**A currently enrolled family may not register if their account is not kept current with a zero balance.**

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

***In house registration packets will be sent home through your child's folder.***

***Dates of registration are sent home through the Center's newsletters and posted on the website [www.saxegotha.org](http://www.saxegotha.org) under Growth. It is the responsibility of the parent to register a child.***

## **LATE OR NON-PAYMENT OF TUITION AND 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 the bank
- Forged check payments or counterfeit cash payment

## **LATE OR NON-PAYMENT OF TUITION AND FEES**

**We do not offer partial payment for days missed due to illness, vacation, snow days, or other reasons unless otherwise decided by the board for 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 a Director or Office Manager at the CDC to discuss arrangements and need

## **WEAPONS POLICY**

Saxe Gotha CDC follows the local school districts' 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 director 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 director, the student will not be suspended. If the director/afterschool director does not deem the student's explanation credible, first offense students will be recommended for a **minimum** 2-day suspension. 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 director 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.



## **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.

**SGCDC Office Phone: 803-359-2058**  
**[www.saxegotha.org](http://www.saxegotha.org) under Growth**