



FBS Child

ENRICHMENT CENTER

**First Baptist Church Simpsonville
Child Enrichment Center**

125 Academy Street
Simpsonville, SC 29681
(864) 228-0972
www.fbscec.org



Know. Grow. Follow.



Welcome To ***First Baptist Simpsonville*** ***Child Enrichment Center***

Our Purpose

To love and follow Jesus fully,
So that others are drawn to Him.

Our Values

To provide a ministry to our members and surrounding community by offering a warm, secure atmosphere where the love of Jesus is taught to children and shown to parent/guardians. To help children develop mentally, physically, spiritually, emotionally, and socially while learning to discipline themselves and relate well to others.

Hours of Operation

Preschool: 8:30am until 12:00 noon

Daycare: 7:00am until 6:00pm

864-228-0972

Website: www.fbscec.org

Facebook: FBSCEC

Email: office@fbscec.org

The Policies and Procedures listed in this handbook are subject to change with a 60 day written notice.



Dear Parent/Guardians:

We welcome your child to our program and hope the learning experiences here will be happy, wholesome ones. We pledge to give your child the loving care and guidance that children need in their formative years. As parent/guardians, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experience is the close cooperation and understanding of parent/guardians and staff.

Our program has been planned for children ages two months through 5th grade with the goal of helping them in their mental, emotional, social, physical, and spiritual development. This handbook has been prepared so that you may know our policies and better understand the program. We look forward to this partnership in ministry with your family.

Please know we care about your family. That is why we provide this ministry. Please call us if you have any questions about this handbook. Our church is available to offer support for you and your family. If you would like information on any church activities, please ask in the CEC office.

In His Service,

Emily Toole
Kids Minister to Preschool
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Jennifer Standard
Director
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PRESCHOOL OBJECTIVES

SPIRITUAL

- Children, K2 through K4, participate in a Chapel Service led by one of our pastors on a weekly basis
- To help the child grow in his/her knowledge of God's love and care
- To know that Jesus is God's Son; to feel Jesus is his/her best friend; to know ways Jesus helped people; to want to be like Jesus
- To know stories and verses from the Bible
- To think of the church as a special place to learn about God

SOCIAL

- To promote respect for authority outside the home
- To promote kindness and consideration for others
- To encourage the ability to sit quietly in a group, and to be able to share experiences with others
- To help the child to be able to work alone
- To help the child to work with others and to cooperate in group activities

PHYSICAL

- Participate in a variety of motor activities
- Know and follow simple rules of safety

GENERAL

- To help the child in making decisions and carrying out his own ideas
- To instill a desire to take care of toys and equipment and to clean up after work or play

ACADEMIC

- The foundation of our K2, K3 & K4 curriculum is based on the Creative Curriculum program
- Provide a variety of experiences in the learning of concepts such as size, shape, color, sound, the senses, letters, numbers, time and measurement
- Expose the child to the wonder of God's creations: people, animals, plants and seasons
- Help the child learn about one's self, family, community, and world
- Stimulate creativity through using a variety of media in planned as well as free art work and crafts
- Help the child to enjoy and appreciate music through a wide variety of musical activities
- Toddlers through K4 students participate in a weekly musical program
- Children K2 and up participate in a weekly Science Class which is tailored to the South Carolina Early Learning Standards

GENERAL INFORMATION

CENTER CREDENTIALS

The Child Enrichment Center is a Licensed Facility with the South Carolina Department of Social Services. We are in compliance with all provisions of the Code of Laws of South Carolina and the regulations applicable for a licensed childcare center. The state license is renewed every two years after inspections by the Fire Marshal and DHEC.

Our teacher ratio is in compliance with the State Standard. All teachers are required to have a high school diploma; however, many of our teachers have college credits or degrees. All teachers are required to have 15 hours of Department of Social Services approved continuing education each year.

ENROLLMENT POLICIES

- Children must be at least eight-weeks-old to attend.
- Following Greenville County School guidelines, K2-K4 children are placed in class based on their age by September 1.
- All children are required to have a South Carolina immunization record on file within 30 days of starting our program.
- Children must be toilet trained before entering a three-year-old class. No pull-ups are allowed. If they are currently enrolled in the CEC and not potty trained by the promotion date for summer, they may stay in the two-year-old room through the summer. If they are still not trained by the time school starts back, we will no longer be able to keep them in our facility (see Potty-Training Policy).
- Children are expected to participate in all aspects of the program offered.
- We do not exclude any child from enrollment because of race, color, religion, national origin or ancestry.

REGISTRATION

Registration takes place the last week in January thru the first week in February for those currently enrolled. Church members may register the next two weeks. Open enrollment begins the last week of February or first week of March.

Infant thru K4 classes are filled on a first-come basis. Any slots not filled by re-enrollment or church members will be open to new students who are not currently enrolled in the CEC. Once open enrollment is filled we will immediately start a waiting list. Openings during the year will be filled from the waiting list. First preference is given to siblings of enrolled children and church members.

(Registration –continued)

Many factors are considered in making class assignments. Special requests for placement with a specific teacher or another child may be considered. The CEC Director reserves the right to make the final assignment decision.

New registration paperwork must be completed each year for each child enrolled in the CEC.

RECORDS

State daycare laws require the following information maintained by the CEC for each child:

- a signed statement of the child’s health prior to admission to the facility (DSS Form 2900)
- a copy of the immunization record signed by a physician or health care official. The written verification shall indicate that required immunizations are complete as recommended and routinely provided by the South Carolina Department of Health and Environmental Control for all infants and children, or that the appropriate official has provided written proof that the child meets either medical or religious exemption requirements. Updated forms must be provided to the CEC each time your child receives an immunization. You have a 30 day grace period to provide an updated form once the form on file has expired. Your child will be unable to attend our center if the grace period is exceeded. Notices are sent home monthly to inform you of upcoming expiration dates. **We are unable to accept the pink, personal immunization cards which most parent/guardians are given as proof of shots.**
- records of attendance, accident reports, behavior notes, progress reports and payments for each child
- current information with home and work numbers for both parents/guardians and emergency contact information
- all students’ records to be stored in such a way to maintain confidentiality for both the children and their parent/guardian. The files will be made available for DSS on-site review

Please remember to keep the CEC office and teachers informed of changes in home, work or emergency phone numbers and/or contact persons. The CEC staff must be able to reach parent/guardians or guardians in the event of an emergency. You will also be required to complete new registration paperwork each year.

TUITION AND FEES

REGISTRATION FEE

A non-refundable registration fee is required each year at the time of enrollment to reserve a place for your child. Tuition payments are due even when a child is absent due to illness or family events.

KEY FOB FEE

Parents/Guardians who regularly drop off and pick up their child are required to purchase a key fob to gain access to our facility.

TUITION

Tuition rates are subject to change with a 60 day written notice. Tuition rates are not adjusted for holidays, inclement weather or weather delays. No refunds will be given due to absence. Our program is non-profit, we depend on regularly collected tuition fees to keep us in operation. Thank you for making payment a priority.

Tuition fees will be automatically drafted from your checking or savings account. Tuition will be drafted weekly, biweekly, bimonthly, or monthly for full-time students and monthly for part-time preschool only (8:30 am – 12:00pm) students. Please return the draft authorization form located in your registration packet along with a voided check. A \$35 fee will be charged to your account per (non-vacation week) request to alter auto draft payments within a calendar year.

If payment is returned for insufficient funds, there will be a \$25 fee charged to your account. After the third occurrence your child will not be able to return to the program.

Tuition receipts for tax purposes will be available by the end of February. Upon registration, you will have on-line access to your account information. If you need a monthly statement, you may request a copy in CEC office.

VACATION POLICIES

Tuition will be reduced to one-half the normal weekly rate for 2 weeks of vacation per calendar year (January through December) with the following guidelines:

- Child must be absent Monday through Friday.
- A minimum of one week notice in writing; vacation slip forms are available in the CEC Office, e-mail cannot be used in place of written notice.
- Account must be up to date.

LATE FEE POLICY

All tuition for full time students is due weekly no later than Friday at 6:00pm for the up-coming week. If tuition is not received by noon on Monday, a \$15 late fee per child will be charged. The same late fee amount is also charged for Preschool monthly tuition if not received by the 10th of the month. Post-dated checks will not be accepted in lieu of a late fee.

Should a problem occur in meeting the tuition fee, please discuss this with the CEC Director or Assistant Director, and we will make every effort to work with you. If tuition is not received, the following steps will be taken:

- 1st week late: late notice will be e-mailed and sent home.
- 2nd week late: late notice will be e-mailed and sent home.
- 3rd week late: contacted you by phone (home, work and/or cell)
- 4th week late: send a certified letter indicating date account must be current and kept current in order for your child/children to continue attending the CEC

SUMMER OPTIONS

We have a couple of programs available for parents of full-time students who desire a non-full-time option during the summer months. Information concerning these programs is sent to all eligible families at the end of February and is also available in the CEC Office. After School and Summer Camp students are not eligible since they are not considered full-time.

WITHDRAWING FROM THE CEC

Two weeks written notice is required to withdraw your child from the CEC. Two weeks tuition is required if proper notice is not given.

HEALTH POLICIES

To safeguard the health of all students, the CEC can only accept well children. The CEC follows, at a minimum, DSS and DHEC Guidelines plus our own CEC policies that are voted on and reviewed by the CEC Board of Directors annually. The CEC is not equipped or staffed to provide care for sick children. Cooperation of parent/guardians in helping prevent the spread of communicable diseases is expected in order to protect the health and safety of our students and staff. Parent/guardians should keep their children home, if they are not well. If you have questions about bringing your child or not, please call us.

- *Any child sent home due to illness, must remain at home for 24 hours after their symptoms have gone away unless a doctor's note is provided indicating the child is not contagious.*
- *Rashes: If our staff notices an unusual rash on the child, you will be notified. If this cannot be explained, you will be asked to come and pick up your child. He/She may return with a doctor's note stating they are not contagious.*
- *Vomiting: If your child vomits at the Center, you will be called to pick him/her up. He/she may return 24 hours after vomiting has subsided.*

- *Fever: If your child has a fever of 101 or higher, they must be picked up immediately. The child may return when his/her temperature has been normal for 24 hours without the aid of medication, i.e. Motrin or Tylenol, or if you have a doctor's note stating the fever is caused by an ear infection or teething.*
- *Ring worm infection: Child must remain out of school for 24 hours after initial treatment prescribed by a physician and may return with a doctor's note stating he/she is not contagious.*
- *Diarrhea: If your child has three loose bowel movements you will be called to pick him/her up. He/she may return to the center 24 hours after diarrhea has subsided.*
- *Pink Eye/Conjunctivitis: Child must remain out of school for 24 hours after initial treatment prescribed by a physician and may return with a doctor's note stating he/she is not contagious.*
- *Hand, Foot and Mouth (Enterovirus): Children may return to school when they have been fever free and have no excessive drooling for 24 hours, do not have difficulty swallowing, have no open blisters, and able to function in a normal classroom setting.*
- *Lice: Children may return to school after being treated and having all nits removed.*

If your child becomes ill at the CEC, you will be notified to come and pick up your child. When a parent/guardian cannot be reached, we will call your designated emergency contact. Once a contact has been notified, a one and a half hour window will be given for the child to be picked up. If no one arrives during this time frame, DSS may be contacted. If your child develops a contagious illness or will not attend the CEC because of illness, please let us know.

Children who cannot play outside or participate in other planned activities, for whatever reason, should remain at home until they are able to participate fully.

Allergies

Please notify the CEC of any food or medicine allergies by filling in the allergy section on your child's registration form. All food allergies must be documented by a doctor. Our dietician and teachers will make substitutions at snack and lunch. Due to the growing number of allergies to tree nuts, peanuts and peanut butter we are a **nut-free CEC**.

Administration of Medication

State daycare laws require:

- Medication or special medication procedures shall be administered to a child only when there is a *written, signed and dated request from the parent/guardians*. All classrooms and the office have these forms available for you.
- Prescription drugs and other medications must be in the original containers and clearly labeled with the child's name and dosage schedule and shall include written directions for administering the medication.
- Non-prescription medication may be administered to a child if the dosage schedule is specified in writing by the parent/guardian. **We do not administer medication on an as needed basis.**

- The time and dosage of all medication administered to children will be recorded by the staff with a copy provided to the child's parent/guardian.
- We do not administer fever reducing medicine unless we have a doctor's note.
- No medication will be given past the expiration date.

Medication forms need to be filled out on a daily basis and given to your child's teacher. We cannot legally administer medication without these forms. Parents must provide dropper, cup, etc. for administering medication.

ARRIVAL AND DEPARTURE

Daycare for full time students is Monday through Friday, 7:00am–6:00pm.
Preschool starts in August and ends in May, 8:30am–12:00pm.

The Preschool Program (8:30am-12:00pm) follows the Greenville County School Calendar for school closings and holidays.

DROPPING OFF AND PICKING UP YOUR CHILD

- A reliable person must drop off and pick up your child each day. Under no circumstances should any child, **regardless of age**, enter the building without an adult.
- We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.
- Upon arrival, place the child under direct supervision of a staff member. When returning to take your child home, please ensure a staff member is aware of your presence when picking up the child. This applies to all classrooms and after-school programs.
- Your child will only be allowed to leave the CEC with persons known by the staff or who are authorized to pick your child up by being listed in the section for "Persons Authorized to pick up my child" on your child's registration form. Please select an emergency contact that will be able to pick up your child in case you cannot be reached in the event of an emergency. We always attempt to contact the designated parent/guardian first, before using the emergency contact person.
- Your child's teacher and the office should be informed of any other individuals picking up your child. Individuals must show a picture ID in the office before picking up your child.

SCHEDULE

Each classroom has its own posted schedule with planned activities carefully selected to meet the needs of all the children in the room. Please be sensitive to the schedule for your child's classroom and whenever possible plan arrival and departure times that do not conflict with the classroom activities, meals or naptime. Your child should arrive ahead of time in order to participate fully in the daily program and mealtimes. Please respect naptime and try to schedule appointments and drop off and pick up at a different time.

FULL DAY CHILDCARE PROGRAM

Children who attend the Full Day Care Program may arrive at the CEC any time after 7:00am. Pick up is by 6:00pm. If arriving late or picking up early, please be considerate of other children in the class and avoid naptime: 12:00pm to 2:00pm.

PRESCHOOL PROGRAM

The Preschool Program begins at 8:30am. We encourage all children to arrive between 8:20am and 8:30am each morning for class. Please have your child here on time for Preschool. Our teachers have a full morning scheduled and we do not want your child to miss anything. The teachers do not always have time to go back and do a special activity with your child if they come in late. If you are running late, please call and let us know.

LATE PICK-UP

A late pick-up charge will be administered when a child is left beyond dismissal times of 12:00pm for preschool and 6:00pm for day care. The tardy fee is \$15.00 when picking up 5 minutes late based on the CEC Office clock and an additional \$1 per minute that the teachers are left waiting with your child. This late fee will be added to your account. After 5 late pickups, you will be considered for Administrative dismissal. Should circumstances occur that will prevent you from being on time to pick-up your child, please let us know by calling the CEC office at 228-0972.

LUNCH and SNACK TIME

Please have children eat breakfast before they enter the CEC in the mornings. Students are not allowed to bring food or drink into the classroom.

As children in the Infant B classroom become ready, we will introduce table foods to help prepare them for the Creeper classroom. This will be done with close communication between the teachers and the parent/guardians.

As your child enters the Creeper class, snack and lunch is provided by the CEC. If your child has a documented food allergy, you may provide substitutes when necessary.

All children attending the morning program will be given a morning snack. If age appropriate, each child is responsible for cleaning up and throwing away his/her cup and napkin and pushing in his/her chair when finished. Children attending the full day care program are served lunch and an afternoon snack as well.

Monthly menus are outside the kitchen and posted on the CEC website at www.fbscec.org

LIVEWELL GREENVILLE EARLY CHILDHOOD PARTNERSHIP

This partnership assists us in creating the healthiest environment possible to support the children in our care to lead a healthy lifestyle.

NUTRITION

- Children are offered fruits and vegetables daily
- We offer only healthy beverages (water and milk)
- Teachers and children eat meals together, family style, so that children can learn and practice table skills
- Television and other screens are turned off so that teachers can talk with children about healthy habits & healthy foods and check-in with them about hunger and fullness
- Each year, all CEC staff members participate in training on nutrition topics

PHYSICAL ACTIVITY

- Our program is committed to providing children with opportunities to move throughout the day
- We provide our Toddlers through K4 children with at least 90 minutes of indoor and outdoor physical activity every day

CLOTHING and PERSONAL ITEMS

What to bring: Please provide a daily supply of disposable diapers and wet wipes along with a complete change of clothing (including socks) for infants, creepers, toddlers, and two-year-olds. All children age three and up should bring a change of clothing to the CEC in his/her bag marked with the child's name. We will make every effort to quickly rinse out your child's soiled clothing. **Please mark all children's clothing with his/her names.** Otherwise, it is difficult to return clothing to the right child.

What not to bring: Small toys, coins, or balloons are a choking hazard for a young child and **should not** be brought to the center by any child. Per DSS, necklaces are considered a strangulation hazard. **No necklaces** are allowed to be worn by K4 and younger students. Please do not bring electronic games or other hand-held devices to the center including afterschool children.

What to wear: All clothing should be comfortable and washable. Clothing should also be appropriate for playing outside. Please make sure that tights are worn with dresses and not alone as pants. Please do not dress your child in belts, buttons, buckles, zippers, or suspenders that he/she cannot manage easily and quickly. Every child must wear shoes if they are walking. Flip-flops and shoes with no straps on the back are hard to keep on therefore, we request that children not wear them.

Outside Play: Children play outside at least fifteen minutes daily, except in rainy, extremely hot (95° or above) or very cold weather (below 40°). When the weather becomes cold, please provide appropriate clothing for your child (coat, gloves, hat) to wear at recess. All clothing such as coats, hats, boots, sweaters, and gloves should be clearly marked with the child's name. If you would like your child to wear sunscreen or bug spray while they are outside, please apply it before they are dropped off in their classroom. If you would like it reapplied for the afternoon outside time, please provide a bottle of the sunscreen or bug spray and fill out our Over the Counter Ointment/Lotion form.

POTTY-TRAINING POLICY

Children must be completely potty-trained before entering our three-year-old classes. Potty-trained means that a child wears underwear (no pull-ups), can indicate the need to eliminate, can wipe themselves (with occasional assistance), and has two or less non-naptime accidents per week. We do allow a grace period at the beginning of the year to allow for occasional accidents. We will work with you and your child to get them trained before the class promotion in June. However, if your child is not ready by June, he/she can stay in the two-year-old classroom until mid-August to work on their training. If the child is not fully trained by the first full day of preschool, then they will lose their spot in the CEC. **Due to the classroom set up and staffing ratios, we do not start potty-training until the children are in the K2 class.**

NAPTINE

Every full-time class, from Creepers through K4, has a scheduled naptime. The nap time varies from 1 hour to 1.5 hour. The children do not all go to sleep but are asked to lay quietly on their mats so their friends that need a nap can rest. The Creepers are still in cribs and we provide their bedding needs. The Toddler through four-year-olds, who are enrolled full-time, will need to bring a standard, rectangular, one-inch thick plastic, folding rest mat with a removable, washable cover. (A king size pillow case works well.) Your child will also need just one thin light-weight blanket. We will wash these items weekly at the CEC. All the items should be clearly labeled with the child's name. Due to limited space, we ask that you do not bring more than one blanket and no pillows.

FIELD TRIPS

Students who are in K3 and up will take field trips throughout the year to enrich their learning activities. A completed permission form which is included in the registration packet is required for all children before they may participate in a field trip.

You will be notified in advance of trip itineraries. Please notify your child's teacher in writing if you do not want your child to attend a particular field trip. If your child does not participate, we will be unable to provide childcare for that day.

Teachers will notify parents if chaperones are needed for a field trip. When chaperoning for a field trip, you will be required to drive your child to and from the destination to ensure adequate seating on the bus. Due to limited space on the bus, siblings may not participate in field trips.

We will charge a field trip fee at the beginning of each school year to cover all trips for that year. You will receive information about class field trips at Open House in August.

SCHOOL SUPPLIES

The CEC will provide a list of class room supplies needed for your child prior to school beginning.

We ask that all children, two-years-old and up, bring a book bag (without wheels) to carry home their daily papers or art work. **The bag should be large enough to hold an 9x12 folder.** Please check this bag daily for notes. Preschoolers may not have mastered the ability to snap, zip or lace a backpack, so please consider this when purchasing your child's school bag.

BIRTHDAYS

Each child's birthday may be celebrated during the preschool year. Birthday treats will be served as morning snack so please be considerate of students who have allergies by discussing appropriate treats and day to be served with the teacher. **We are a nut-free facility.** Snacks containing nuts or manufactured on the same equipment as foods that contain nuts will not be served. Please provide original packaging for any homemade goods. Birthdays will be observed on the day nearest your child's birthday. We do not allow birthday parties at the CEC or giving out party favors. Arrangements for those with summer birthdays may be made on an individual basis. **Outside birthday party invitations must go through the mail.** If you need an address list for Toddler through private K5, please see the office.

CLASS PARTIES

Each parent/guardian is invited to assist with one of the class parties. We appreciate enjoyable, low-sugar snacks. **We are a nut-free facility.** Snacks containing peanuts or manufactured on the same equipment as foods that contain nuts will not be served. Please provide original packaging for any homemade goods. We will observe Fall, Christmas, Valentine's Day, Easter, and the end of the school year. Simple, planned games and a small favor help to make it a special occasion. A sign-up sheet will be available in the classroom a few weeks prior to all parties.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the **Preschool** follows the same instructions as given by the Greenville County Schools. If public school is closed or they are on a two hour delay, then our **Preschool** will also be closed. If possible, your child's teacher will call if there is an unusual circumstance.

The decision on whether or not to close the **Full Day Care Program** will be decided after careful examination of local weather and road conditions. Delayed opening announcements and closings of the **Full Day Care Program** will be announced on WYFF and posted through Facebook. If possible, we will also notify you through email.

If Greenville County Schools are dismissed early, due to inclement weather, we will pick up CEC bus riders from school as long as road conditions are safe. If we are unable to pick-up your child from school we will call the parent/guardians. If the weather is bad in our area, the CEC will make the decision on closing early. We will call every parent/guardian to notify them of our closing time.

FACILITY CLOSURE

The CEC strives to provide the safest and healthiest environment for everyone at our facility. Per DSS, if we have a disruption in our electric or water service and service cannot be restored within a four hour timeframe, we must close the CEC until service is restored.

We are also required to maintain an inside temperature between 68 and 80 degrees. If a disruption in our heating or air conditioning systems prevents us from being able to maintain that temperature range and cannot be repaired within four hours, we must close the CEC until the system is repaired.

SCHOOL SAFETY

EVACUATION PLANS

Fire

Teachers and staff will gather all children and proceed to the closest fire exit, using the fire evacuation plan posted in each classroom. **NO ONE WILL RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY AN AUTHORIZED PERSON.**

Tornado

Teachers and staff will gather all children and proceed to their designated spot using the tornado evacuation plan posted in each classroom.

Emergency Evacuation Plan

Teachers and staff will gather all children and proceed to the church office parking lot (3 Hedge Street) or Worship Center. Parents/guardians will be notified if we have to leave the campus.

Accident Report Procedures

Policy of the CEC states that teachers are to report all injuries to the office. Teachers and staff will address minor injuries. If it determined that is more extensive medical care is needed, or if the injury is questionable, parents/guardians will be contacted for direction.

Our procedure is:

- We take care of the child's immediate medical need, and then call the parent/guardian and inform them of the incident to determine whether or not they need to come examine the child.
- We fill out an Accident Report Form. One copy goes home with the child and one is kept in the office.

MANDATED REPORTING

Per the South Carolina Code of Laws (Section 63-7-310), all of our staff are considered Mandated Reporters. If any of our staff observes or receives information which gives that person reason to believe that a child has been or may be abused or neglected, they are required to report it to DSS Child Protective Services and/or the Simpsonville Police Department.

VIDEO SURVEILLANCE

Because we respect the privacy of all children, parents, and staff in our daycare center, video surveillance system/ security cameras are for internal purposes only. Parents/guardians of currently enrolled children may view footage at the discretion of the Director.

POSITIVE DISCIPLINE POLICY

Discipline can be a positive experience for a child to help them learn self-control. Discipline is to teach children how to live usefully and happily with themselves and others. Our staff practices the following disciplinary techniques:

- Corporal punishment or humiliating or frightening techniques are never used.
- Discipline is never associated with food or rest.
- Disciplinary problems are prevented or lessened by having consistent discipline policies in both the home and at the CEC
- Not expecting more than the child is able to do
- Giving recognition for achievement
- Timely redirection before a crisis develops
- Time out may be used whenever a child needs to be separated from a situation. A child will be asked to stay in the chair until he/she can sit quietly for a few minutes- one minute for each year of their age.
- Privileges such as outside play may be revoked.

BITING POLICY

Although common in young children, 12-36 months, biting can be a frustrating problem. If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine preceding events and maintaining a log to track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.

Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed of the identity of the biter. Biting incidents will also be communicated to the parent of the biter to ensure that staff and parents work together to understand and prevent this behavior. In order to ensure the safety of all the children, if all the attempts to stop the biting fail, we reserve the right to remove the biting child from our program.

AGGRESSIVE BEHAVIOR POLICY

If your child exhibits an aggressive behavior towards another student or staff member such as, but not limited to, aggressive hitting, choking, biting (4-years-old and up), kicking, spitting on children or their food and or physical harm with an object, the following measures will be taken:

- 1st Occurrence: The parent/guardian will be notified and the child will leave immediately.
- 2nd Occurrence: The child will not be allowed to return to the program for 2 school days.
- 3rd Occurrence: In the event this behavior continues, after the third occurrence the child will be expelled from the center.

PARENT/GUARDIAN-TEACHER COMMUNICATION

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

If you are unable to see your child's teacher, please feel free to communicate through the CEC office about his/her progress. We will happily ask your teacher to call you during the day with any questions or concerns.

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Monthly newsletter for K2 – K4 students will be sent home describing future school activities and planned trips. You will also find the newsletters posted monthly on the CEC website at www.fbscec.org. Please check your child's book bag and/or folder daily. Teachers will discuss a progress report with parent/guardians of the K3 and K4 children during conferences in January and May. Other conferences may be scheduled as needed.