

W.C. Christian Academy

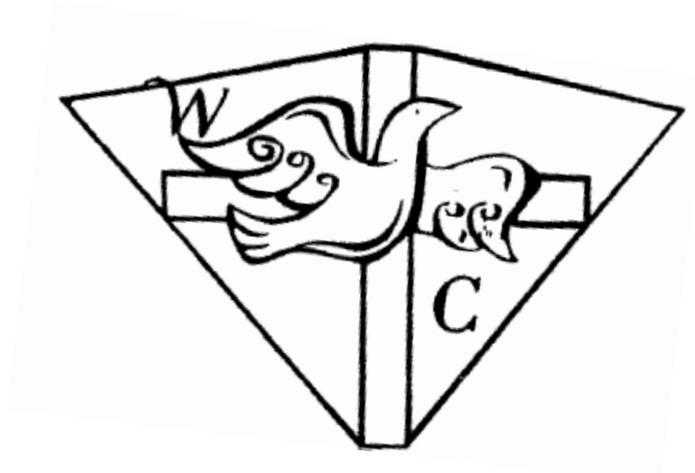
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Email Address: www.wcccdcenter@yahoo.com

Owner/Executive Director: Maggie Tucker

Hours of Operation: Monday-Friday 6:30AM-6:00PM



Our Mission

The mission at W.C. Christian Academy is to provide a quality reliable child care that meets the need of each child and family by providing a healthy and safe Christian environment where learning and fun can occur through a variety of developmentally appropriate activities that promote individual growth physically, cognitively, socially, emotionally and linguistically. We grow independent thinkers and life-long learners.

W.C. Christian Academy
Calendar Year 2019-2020
Dates the center will be closed

September 2	Labor Day
November 27	Closed 2:00 p.m.
November 28 & 29	Thanksgiving Holiday
December 24	Closed at 2:00 p.m.
December 25-27	Christmas Holiday
December 31	Closed 2:00 p.m.
January 1	New Year's Day
January 20	Martin Luther King, Jr. Day
April 10	Good Friday
May 25	Memorial Day
July 3	Independence Day

About Our Program

Thank you for expressing an interest in W.C. where learning is fun, challenging and rewarding. At W.C. Christian Academy, we offer a smaller child ratio per teacher. We offer whole group learning along with an individualize approach to your child's learning. We know that children learn best when they can explore through play. The rooms are prepared with developmentally appropriate materials for interaction along with countless interaction time with the Child Care Specialist.

Infants (6 weeks-12 months): In the infant classroom, the children will explore the world around them and learn through various activities that are catered to individual needs socially, physically, emotionally, cognitively and linguistically. The following activities will be a part of each infant's daily routine: music and movement, story time, rhyme time, exploration, sensory play, fine and gross motor activities along with countless interactions with the Child Care Specialist.

Toddlers (12 months-24 months): These little ones are constantly on the go. During this stage of development children are still learning about their world through exploratory play. Learning activities are catered to whole group and individual needs socially, physically, emotionally, cognitively and linguistically. The following activities will be a part of the daily routine in the toddlers' classroom: music and movement, story time, rhyme time, sensory play, creative art, fine and gross motor activities along with countless interactions with the Child Care Specialist.

Twos (2 year olds): By now your toddler will understand two-stage commands ("Get your socks and put them in the basket") and understand the contrasting concepts or meanings like hot/cold, stop/go, in/on and nice/yucky. During this stage of development, the children become more independent and more inquisitive. The following activities are still needed to help children to become the best he/she can be socially, physically, cognitively and linguistically daily: music and movement, story time, rhyme time, sensory play, creative art, fine and gross motor activities along with countless interactions with the Child Care Specialist.

Preschool 3 (3 year olds): Sentences are becoming longer and children can combine four or more words. The following activities are still needed to help children grow socially, physically, cognitively and linguistically daily: music and movement, story time, rhyme time, sensory play, creative art, fine and gross motor activities along with Child Care Specialist interaction and interactions with the materials in the classroom. **Socially**-They talk about things that have happened away from home. **Linguistically**-Speech is usually fluent and clear and other people can understand what a child is saying most of the time.

PreK4 (4year olds): The main focus in this classroom is preparing each for kindergarten. The teacher will be using South Carolina State Standards for guiding classroom instruction. Also, a Christian curriculum would be used to help teach your child life skills.

Early Screening Includes Speech, Occupational Therapy and Physical Therapy.

Early screening on children participating in our program will be screened as needed for speech skills, fine and gross motor skills, and receptive skills.

Early intervention is about taking action as soon as possible to tackle problems for children and families before they become more difficult to reverse.

Positive early experiences are essential prerequisites for later success in school, the workplace, and the community. Services to young children who have or are at risk for developmental delays have been shown to **positively impact outcomes across developmental domains**, including health,³ language and communication,⁴⁻⁷ cognitive development^{8,9} and social/emotional development.^{8,10} Families benefit from early intervention by being able to better meet their children's special needs from an early age and throughout their lives.

(The Importance of Early Intervention for Infants and Toddlers and their Families July 2011)

Curriculum

Each classroom at WC Christian Child Development Center is center-based. Interest centers are used to enhance the learning process and allow the children to be creative through exploration. There are nine basic centers our children get to experience daily at our academy. They are: books/reading, math, science, manipulatives, dramatic play, art, music, and blocks. At WC the children will find consistency with an outline schedule of daily activities. Each classroom's schedule varies depending on age.

Children in the four years old program are expected to be here by 8:00 a.m. Monday thru Friday.

All other children are expected to be in their classroom by 9:00 a.m. Monday thru Friday.

The teachers will be using a theme base organized curriculum called Thematic Units. There will be organized planned lessons around a central theme. The thematic unit will have lessons that integrate subjects across the curriculum, such as math, reading, social studies, science, language arts, etc. that all tie into the main theme of the unit. Each activity will have a main focus toward the thematic idea. A thematic unit is much broader than just choosing a topic.

These units can cover a wide range of concepts and topics. Our teachers (sPre-3 and Pre-K) will have a different thematic unit for their classroom each week. Occasionally a unit can last two weeks. Teachers with younger children units can last up to two weeks or longer.

Along with the Thematic Unit Curriculum we have a Bible Story Curriculum (ages 1 to 5). Both have a literacy-based curriculum for all ages. Through books our children can travel the world and be introduced to new ideas. Every week the children will learn a new concept with appropriate themes. All materials and lessons are developmentally appropriate for each classroom. The curriculum at WC will engage all children socially, physically, emotionally, cognitively and linguistically.

Enrichment Programs/Physical Activity

Music and Movement

What better way to enhance pre-reading and listening skills for your child? The children will listen to music, sing, play musical instruments, or perform creative movements. Children are encouraged to be physically active indoors and outdoors at appropriate times.

Media (TV, video and DVD) viewing is not permitted for children 2 years of age and under.

An educational child develop computer program is available for children in the 4years old room;

Smartboard is optional.

Outside Activities

All children are expected to go outside at least 2 times each day. **No exceptions** will be made to this policy. Children will not go outside if the temperature is above 100 degrees and below 50 degrees.

Parents are encouraged to dress their children appropriately.

Policies & Procedures

Fee Policy

Application/Registration Fee

A \$100.00 non-refundable application fee is required for each child and will ensure placement on our waiting list. The application fee is renewed yearly in July. This fee does not guarantee future enrollment.

Fees

W.C. Board of Directors sets tuition fees. Your child is enrolled at the Center on a year-round basis. During any absences, including sickness, holidays and vacation, fee payments continue for each child. Fees are subject to yearly increases each July or upon a 30-day notice.

Deposit

A two-week, non-refundable tuition deposit is required for each child enrolled. This deposit will be held without interest and will represent tuition payment for the last two weeks of the child's enrollment. The child is not considered officially withdrawn until a two-week notice is given to the Director, in writing. See Withdrawal section, in this fee policy, for withdrawal requirements for children leaving to attend Kindergarten.

Payments

Payment is due the first day you start and every Friday afterwards. Tuition payments received after Monday is considered late for that week. can be made in. A check made out to W.C., should be left in the tuition box, located outside the Assistant Director's office door.

If a child is not ready to start at the Center when an opening occurs, and the family is still interested in enrolling, tuition must be paid from the time of the opening to hold the available space.

In the event that the Center is closed on a Friday that a tuition payment is due, payment is required prior. Again, if not received by that Monday, any day after is late.

Receipts

Receipts will be issued for payments.

Late Tuition Fee

Tuition payments are due by Friday in advance for the next week. If payment is not received by Monday, the first of the week, a \$30 late fee will be added to your account and it must be paid along with your tuition payment.

Any payment received is automatically applied to the oldest charges posted to your account and late payment fees will be applied accordingly. Therefore, if a tuition payment is missed, the account must be brought up to date by the next fee period (Friday) or both fees will be considered late

Any account not rectified in the manner described above will be considered in arrears. If your account is in arrears, your child(ren) will be unable to attend the child care center starting the following Monday, until your account is current. The Center will not hold spots for your children.

Check Return Fee

There will \$30.00 charge for each returned check.

Late Pick-Up Fee

Parents must arrive with sufficient time to exit the Center by closing time of 6:00 PM. A late fee begins at 6:01 of \$1 per minute per child will be charged for any late pick-ups. This fine is charged regardless of reason for lateness or prior notification from the parent that they will be delayed. This fee must be paid the same day. If not paid, your child will not be able to return. Excessive late pick-ups will warrant a meeting with the Director.

Attendance and Arrival

All parents are responsible for signing their child (ren) in and out on the sign-in and –out sheet at W.C. Christian Academy. This sheet is located at the front desk.

Parent should ensure that when dropping off their child that the caregiver is fully aware that the child **has entered the room and that the parent will be leaving.**

All children enrolled in SC First Steps Pre-K (4) are expected to be in their classroom by 7:30 a.m. Monday thru Friday. After the third unexcused tardy, a parent conference will be scheduled. If tardiness continues, your child will be terminated from our Pre-K program.

All other children (infants up to three years old) are expected to be in their classroom by 9:00 a.m., Monday thru Friday. Your child will not be allowed to come after 9:00.

During summer months, no child (ages infants to 10 years old) will be allowed to come to daycare after 9:00 a.m.

ALL CHILDREN ARE EXPECTED TO WASH THEIR HANDS UPON ENTERING W.C. Christian Child Development Center

Tracking

All children are track in the center by the time of arrival. This includes where they are throughout the day by the caregiver. Caregiver will check each child every hour.

Absences

If your child is going to be absent from school more than the time designated on the enrollment form, please be sure to call the director or office manager.

Fees during illness, holidays and vacation

Your child is enrolled at the WC on a year-round basis. During any absence, including sickness or holidays, fee payments continue for each child.

Withdrawal

For families, whose children will be attending Kindergarten in the fall, and have plans to withdraw their child between the months of June and August, for reasons such as attending camp prior to Kindergarten, a Last Day Notification for Children Leaving to Attend Kindergarten Form must be filled out and returned to the office by mid-April (exact date in April will be indicated on the form and changes year to year). This form supersedes and makes null the two-week notification policy. The date given in this form indicates the date of your last tuition payment

Change in Status Requests

Families who wish to change their enrollment status (Full Time – Part-Time for example) must submit the Enrollment Change Request Form with as much notice as possible. We require, at minimum, a two-week notice. If the requested status change is currently available in the classroom the request will be granted. If the requested status change is not available, the request will be denied until such time the Center can accommodate the request. It will be at the Director's discretion to grant any requests beyond these parameters based on current Center needs.

Part-Time

Part time children are expected only on their assigned days. Switching days or paying for an extra day(s) for part time children is not always possible and is discouraged. The Center Director may approve requests depending on licensing regulations and only under extenuating circumstances but not to compensate for a scheduled closing. Payments for part-time care are to be made Friday in advance for the next week or Monday of that week. If not paid by Monday, parents will be charged a \$30.00 late fee.

We do not have part-time spaces for infants, toddlers and twos.

Sibling Discount

A tuition fee discount will be offered to full-time families with more than one child enrolled at the Center. For families with two children enrolled, the discount will be \$10.00 off the tuition cost for the oldest child enrolled. For families with three or more children enrolled, the discount will be \$10.00 off the tuition cost for each of the following: first oldest child enrolled, second oldest child enrolled, etc.

Vacation

There will be no discount for vacation days taken. Parents are expected to pay their full-time or part-time tuition fee on time as stated in this policy and their contract.

Tuition Adjustment

Tuition is reviewed annually, by the Board of Directors. Typically, increases occur in July during yearly budgeting. However, an adjustment can be made at any time upon 30 day-notice.

Privacy Act/Confidentiality

W.C. Christian Academy values you and your family privacy. The only persons who will have access to your information are the director and Department of Social Services (DSS). Parents are encouraged not to give out personal information, phone numbers and email addresses to caregivers or teachers. If approached, please notify the director.

Drop-off & Pick-up

Each child must be signed-in/out of the center by a responsible adult. Upon arrival and departure, each parent is required to sign their child in and out on the check in log at the desk. Children will only be released to adults authorized by their parents (see enrollment. All responsible adults need to have a current photo ID and must check in at the front desk. *Note: When picking up or dropping off your little one, please do not leave children unattended in your car or the parking lot area.*

Visitors

We do not allow visitation of children at W.C. Christian Child Development Center. We ask if you do this on your time away from the center. Our job is to provide a healthy and safe environment for all children at all times.

Enrollment Requirements

We adhere to the public school policy for placing children in classrooms. The birthday cut off is September 1.

For all parents enrolling a child, the following documents are needed

- Parent's social security card
- Parent's driver's license
- A copy of the child's birth certificate

Naptime

Each infant will be assigned a crib. Clean sheets will be provided by the center.

Each child one years old and older will be given a cot to sleep on for naptime. Clean sheets for the cots will be provide for by the center.

No child will be allowed to come to daycare during nap time.

Meals and snacks

Healthy eating is taught and modeled throughout the school day as well. We used the USDA guidelines for preparing and serving all meals and snacks to all of our children.

Children between the ages one and ten years old are not allowed to bring food (breakfast foods, milk, juice, snacks and lunch) into the center from home unless specified. Example: field trip

W.C. Christian Child Development Center will provide three meals a day for children ages one to twelve years old. These meals are:

- Breakfast (served between 6:30 A.M. – 7:45 A.M.)
- Lunch (served between 10:00 A.M. – 11:30 A.M.)
- Afternoon snack (served between 2:00 P.M. – 3:00 P.M.)

For children under a year old, parents are to provide the following food items: See policy for infants.

Milk will be provided for all children ages 1 to 10 years old.

- One year olds will have whole milk with meals/snacks
- Two year olds and older will have 1% milk with meals/snacks

Food Allergies

Please inform the director of all food allergies. Your child's name will be placed on the "Children with Food Allergies" list for teachers and the cook to review before serving all meals. **Children with milk allergies must have a doctor's excuse.**

NO OUTSIDE FOOD IS ALLOWED FOR CHILDREN AGES 1 TO 10 YEARS OLD

FIELD TRIP POLICY

Reason this policy is important:

The child care facility is structured to provide a safe place for children to explore; however, other environments off-site aren't always as child-friendly or safe. It's important to make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.

Procedure and Practices, including responsible person(s):

- W.C. will notify **parents in advance of all field trips requiring transportation and any other special arrangements necessary.**
- A parent or legal guardian will sign an informed consent form for all field trips requiring transportation and will be responsible for any fees. (Consent for Child Care Program Activities)
- W.C. will verify existence of a valid driver's license for every authorized driver
- A well-stocked first aid kit along with the children's emergency contact numbers will be taken on offsite activities
- At least one staff person with current First Aid and CPR certification must accompany children on offsite activities.
- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Whenever possible the caregiver will visit the site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities
- Children will be counted before leaving the child care, during the field trip, and again at the time of departure for return to the child care to insure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany children to a public restroom.
- All children will wear identifying information that gives the facility's name and phone number.
- While on walking trips the caregivers will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
- Caregivers will keep younger children together on walking trips (rope will be used for travel that the children hold onto which is stretched between 2 caregivers while they walk if needed). Children may also hold the hand of an adult or use another means that keeps the child physically connected to an adult at all times.
- No routine medication will be administered on a field trip except. Emergency medicine for allergies will be administered as needed. Parent must write down a procedure for giving medicine, dated and signed.
- **Smoking is prohibited at all times in the presence of children.**

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000

Health and Safety

If your child develops a food allergy, please let the director and the lead teacher know. The caregiver will look for the following:

- Diarrhea stools (watery), which can contain Blood Borne Pathogens
- Diaper rashes with bleeding, which can contain Blood Borne Pathogens
- Fever

If one or more of the above is present for food allergies or illness, your child will not be able to come to daycare. Your child must be fever free for 24 hours (cannot come back the next day), and the diarrhea and bleeding rashes must be cleared up before returning back to daycare. Please consult your pediatrician as needed. **If your child is seen by a pediatrician, a written excuse is needed to return not a verbal excuse (no he say she say).**

Chemicals: Bug sprays and suntan lotions are not prohibited at W.C. Christian Academy. Parents are to apply items mentioned above before bringing child/children to daycare.

Sleeping Arrangement/Naptime

Naptime is from 12:00 p.m. to 2:30 p.m. The center will not allow anyone in the program after 9:00 a.m. and during naptime.

The center will provide a crib with a mattress and clean sheets for each infant (no sharing).

The center will provide a cot with clean sheets for each child between the ages 1 to 10 years old (no sharing)

No blankets and pillows are allowed.

Toys/Jewelry: Outside toys are only allowed for planned events. Otherwise, outside toys, stuff animals, books and jewelry are not allowed.

Allergies: Please be sure to notify the Office Manager and your child's teacher of any known allergies (food, medication, etc.). Also, please note this on your child's enrollment paperwork. **Children with milk allergies must have a doctor's excuse.**

Communication

Our main form of communication at the center will be newsletters and memos. For your convenience there is a parent board in the front area of the center. Also, please check the parent board outside your child's classroom.

There will be times for the director or the office manager to call parents. A communication log will be kept of all phone conversations to parents.

Parent/Teacher Conferences

Parent teacher conferences will be held at least one time a year or as needed. The conference will be scheduled in advance about your child's growth and development. Conferences can be requested in advance by a parent.

Immunizations: It is our policy that all children entering into our center have an updated copy of their immunization records. These immunization records must be on the South Carolina Certificate of Immunization which is provided by your child's doctor or the health department. Please be sure to update your child's immunization record at the school each time he/she receives new immunizations. There will be no exceptions and no exemptions to this rule.

Potty Training

Potty training is done Room (2 year olds) in pull-ups. See enrollment guidelines below and see Director for potty training guidelines when your child is ready. ***All children must be potty trained before entering the 3 years old and 4 years old programs.***

It is our belief at W. C. Christian Child Development Center that potty training should begin at home with the child's parents or caregiver and at a time when there are not a lot of changes in the child's life. Parents and director should discuss and agree on the planned potty training process. Parents should be sensitive to the needs of a child care provider, who is most likely watching other kids as well and who must keep hygiene, cleanliness and practicality as considerations to the training process as well.

What parents should know about potty training at W.C. Christian Child Development Center.

- **Consider the timing.** In general, don't begin toilet training a child right after a big change such as moving, divorce or remarriage, birth of a new sibling, a change in caregivers or daycare arrangements, or before a big holiday or event. Also, be sure you're comfortable with sticking with a schedule and routine once training begins.
- **Potty training in all children begins in a pull-up.** Parents, it is impossible for the caregiver to take all children to the potty every thirty minutes and be able to meet the health and safety guidelines. For these reasons, wearing underwear is not allowed and because young children are not able to communicate their needs to the caregiver.
- **Do not expect a provider to add housekeeping chores in the schedule.** Parents sometimes believe that a caregiver should launder a child's clothing when accidents occur or other not-so-desirable tasks during potty training transition. Providers have a full day planned. *All soiled clothes will be sent home in a plastic bag.*
- **What should a child in potty training wear at naptime?** Even a mostly-trained child may have accidents at naptime. At W.C. Christian Child Development Center, all children being potty trained are expected to wear a pull-up on at naptime to help meet health and safety guidelines. Providers may adore your little one but accidents during naptime means extra work added to their day. Providers will be spending more time cleaning your child, sanitizing your child's mat and the contaminated floor area as well as making sure contaminated urine does not spread to another child's napping mat/space.

What should your child wear for potty training? Your child will be learning self-help skills. He/she needs clothing that can be easily pulled up or down.

- Overalls or jumpsuits are not acceptable for potty training
- Clothes should be hassle free (no belts and tight clothes).
- Avoid clothes that can easily get wet in the toilet (one-piece suit with snaps and long shirts).

What should you bring for your child?

- Keep a supply of pull-ups and wipes at day care.
- Keep at least 2 sets of changing clothes at day care.

We cannot emphasize enough that patience and consistency are the key things to helping potty training be successful for your child. **Your child will not be able to come to daycare if he/she does not have diapers, Pull-ups and/or changing clothes.**

Toys & Jewelry

W.C. asks that you do not bring toys and jewelry from home. Only on “Show and Tell” day where children can bring in special items from home to share. W.C. Christian Child Development Center and the Child Care Specialist will not be responsible for broken/lost toys and jewelry. W.C. does not allow toy guns or sharp objects at school.

Car Seats

W.C. does not have a place to store car seats. Please make arrangement with the person(s) responsible for picking up your child.

Shoes and Socks

Children are not to wear flip flops, open toe shoes or sandals, only closed toe shoes. Children enjoy running and chasing each other as they climb the slides. **All children** should wear **closed toe shoes with socks**. Your child will not be allowed to participate in physical activities if he/she does not wear the correct shoes with socks to day care. **All walking and crawling infants must wear shoes and socks** (health and safety guidelines). We are trying our best to keep mouth and foot disease out of our center.

Parents will be given a written notice each time this happens.

Dress Policy

Sundresses and spaghetti scrap dresses are not allowed. Daisy Dukes nor shorty shorts are not to be worn. Proper length for shorts can be determined by laying each arm by your side straight down. All shirts worn must come down to the child’s hip. Use the tip of the middle finger to see how long your shorts should be. No big baggy pants and shirts are to be worn to daycare.

Parents will be given a written notice each time this happens. After the third time, your childcare will be terminated by the center.

Ghost, goblins, vampires, aliens, cross-bones, skulls, jack-o-lantern and other objects with a negative spirit cannot be worn on clothes, shoes, pursers, lunch box, costumes and book bags.

School Closings (Holidays and Increment weather)

W.C. will be closed for all major holidays (see calendar). In the event that W.C. Christian Child Development Center needs to close due to inclement weather or unforeseen acts of Mother Nature, if possible, parents will be notified by phone. Also, refer to your local T.V. stations, email or text message. Please make sure the center has your most recent phone number and email address on file.

Termination or changing contract

Any change in your child’s contract requires 2 weeks written notice. Should you decide to terminate your contract at W.C. Christian Child Development Center for any reason, you must provide the office manager with 2 weeks written notice. If proper notification is not given and fees are not paid, your information will be turned over to a collection agency and reported to the credit bureau. **W.C.**

Christian Child Development Center does have the right to terminate any contract if policies are not adhered to by the parent(s).

State & Law Enforcement Regulations

We are mandated by the State of South Carolina Department of Social Service and the Department of Children and Youth Services to report neglect and abuse. In addition, we are charged with the safekeeping of each child enrolled in our program and must deliver the best quality child care possible. If the director, office manager, or teachers reasonably believes that a parent, guardian or authorized person is not mentally or physically capable of taking custody of the child and delivering quality care, they will contact the proper authorities. If we determine a parent, guardian, or authorized person is not mentally or physically capable of taking custody of the child, we will contact persons in the following order:

1. Your spouse
2. Emergency persons listed on your child's Authorized Release Form
3. Police Department
4. Department of Social Services

W.C. Christian Child Development Center Illness Policy

For the protection of all children in our care, we reserve the right to restrict the attendance of a child who is obviously ill. If your child is ill, we ask that you respect the other parents and their children by **not** sending your child to school. Parents will be notified if their child becomes ill during the day and at the discretion of the child care provider a parent may be asked to pick up their child within an hour after verbal communication. Any child who is sent home with a communicable disease must have a doctor's note upon their return. **See DHEC Exclusion List.**

Any child with a fever of 99 degrees and higher must be sent home and cannot return until they are fever free for 24 hours (without the aid of Tylenol or Advil). **Please do not send** your child back the next day. Your child has not been home for 24 hours.

Medications- W.C. Christian Academy will not be administering medications to any child in our care orally.

W.C. will

- Apply diaper cream as needed for diaper rash. **See diaper rash permission form.**
- Use the Nebulizer to administer medication to treat breathing disorders as prescribed by the child's physician. Parents must have a written procedure on how the medication is to be administered. This medication must have the child's name and the doctor's name. It must come in the original correctly labeled box or container. **Expired medication will not be administered to any child by W.C. Christian** Child Development Center. Allergies- Please make sure your child's allergies are clearly stated on their admission forms.

W.C. will not apply sunscreen to any child in our care.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group and you will be called to take him/her home.

Serve pain or discomfort*	Difficulty or rapid breathing
Diarrhea (third time)	Bleeding/weeping skin lesions*
Vomiting (twice)	Skin rashes*
Fever of 99 or higher	Swollen joints*
Severe coughing	Visibly enlarged lymph nodes*
Yellow eyes or jaundice skin	Stiff neck*
Red eyes with discharge*	Blood in urine/stool*
Infected, untreated skin patches*	Hand Foot and Mouth

Once the child is symptom-free for 24 hours or has a doctor’s note stating that he/she no longer poses a risk to himself/herself or others, he/she may return to the center. Symptoms with a * require a doctor’s note.

If your child is sent home, your child will not be able to return the following day. He/she needs to be at home one full day to make sure he/she is symptom-free.

A child who contracts any of the following diseases ***may not return without a physician’s note stating that the child presents not risk to himself/herself or others.***

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illness</u>	<u>Contact Illnesses</u>
Chicken pox**	Salmonella*	Impetigo*
German measles	Giardia Lamblia*	Lice
Hemophilus influenza*	Hepatitis A*	Scabies
(HIB- NOT -the Flu)	E. Coli*	Ring Worm
Meningococcus	Salmonella Typhi	Hand Foot Mouth*
Mumps*		
Strep Throat		
Tuberculosis		
Whooping cough		

*Reportable diseases that will be reported to the health department by your child’s physician. A doctor’s note is required for re-admitting the child to the center.

***Hand, Foot and Mouth Disease:** Parents are advised by the center to keep infant/child home for at least seven days.

If your child is exposed to any excludable disease at the center, you will be notified by letter. A note will also be posted next to the check-in station stating the illness.

Parents are notified by phone for all fevers. The parent is given a one hour to pick up time his or her child from daycare. For more information about DHEC Exclusion list for parents, go to <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

Child and Teen Health
ATV Safety
Child Health Websites
Children with Special Health Care Needs
Concussion (Traumatic Brain Injury)
Early Childhood
Oral Health
School and Childcare Exclusion List: Information for Parents
SC Child Fatalities Report (pdf)
Teens (Info, Services)

Philosophy of Child Discipline

Every child at W.C. Christian Child Development Center will be given the opportunity to learn and grow. Our Child Care Specialists are very experienced and well educated. They will help your child to develop socially, emotionally, cognitively and linguistically. It is through positive reinforcement and positive discipline that the children will learn acceptable appropriate behaviors.

At W.C. Christian Child Development Center, each classroom has a set of “classroom rules” that the teacher will reinforce daily, such as: quiet voice, walking feet, hugging hands, sharing with friends, etc. The discipline will be developmentally appropriate for each age group.

In the event that we have to correct inappropriate behavior the following guidelines are followed:

1. Teacher/Child conversation about the appropriate behavior. At the first sign of an inappropriate behavior, the teacher will talk with the child one on one and set the guidelines for appropriate behavior for that age group.
2. Re-direct- If a child is doing something inappropriate, the Child Care Specialist will gently guide them to a new activity and explain how we are expected to do things (appropriate for that age group).
3. “Catch a child being good”- Our Child Care Specialist the “Catch a child being good technique” by acknowledging or praising a child. Letting him/her know that the Child Care Specialist is very proud and approves of the behavior.
4. Time Away- A child may sit in the time away seat if we are unable to resolve the inappropriate behavior. A quiet chair away from his/her peers is available to sit and think about what happened.

Discipline at W.C. Christian Academy is positive. We DO NOT permit corporal punishment. The use of physical, emotional, or verbal abuse is not permitted by staff or parents.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Injury Occurring at School" form is filled out documenting the incident.

An accident document forms will be filled out on each occurrence. The form will be signed by the director, the child care specialist and the parents.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (1 year old, one minute).
3. The parents are notified.
4. The "Parent Contact Form" is filled out documenting the incident by the childcare specialist.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

**W. C. Christian Child Development Center
Contract/Rate Agreement**

This contract is between **W.C. Christian Child Development Center** and:

 Print Parent/Guardian's Name

 Print Parent/Guardian's Name

To provide childcare for: _____ Beginning on: _____

Tuition Rates

Weekly fees are due on Friday in advance for the next week. If fees are not paid by end of the day on Monday, I understand that my account will be charged \$30.00. Payments can be made monthly in advance by the 4th for 4 or 5 weeks (weeks depend on the month). After the 5th day, a \$30.00 late fee will be charged to your account. **Your child's tuition is due every week/every month. There are no discounts for vacation, the full- time/part-time amount is due.**

A \$100.00 registration fee (non-refundable) is charged for each child enrolling at W.C. Christian Child Development Center.

Full Time

Weekly tuition rate for the above listed child (ren) will be \$ _____.

Part Time

Part-time childcare is defined to be 20 hours per week or less than. Tuition is due and payable on Friday in advance for the next week regardless of the child's attendance. **This program is only for children in the three and four year olds classroom.**

Tuition rate for the above listed child will be \$ _____.

Childcare fees will not be adjusted for late arrival, early pick-ups or missed days. There are no other discounts. Please refer to child care parent handbook. **No child can be in daycare for 11 hours.**

Contracted Hours

The provider shall provide child care services and the parent shall pay for such services as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
From _____				
to _____				

You are required to notify me at least two weeks in advance of any changes in the contracted hours.

I agree to the terms set forth above and have read the business policies and expectations as outlined in the Parent Handbook.

Print Name of Parent/Guardian _____

Date _____

Parent's/Guardian Signature _____

Date _____

W.C. Christian Child Development Center Transportation/Field Trip Permission

W. C. Christian Academy policies apply to transportation of children to and from school, and to and
Field Trip

I _____ give W.C. Christian Academy permission to transport
_____, my child to and from field trips that are provided by
W.C. Christian Academy. I understand that more details will be given for each planned field trip in
advance for the parents to review (a 2 to 3 weeks-notice).

Parent/Guardian's Signature: _____ Date: _____

Transportation

W.C does not transport children to school. W.C. will only pick up in the afternoon/end of a full school
day. W.C. will also pick up children on half school days. We will not pick up children participating in
the morning CD/Pre-K program from any school.

I _____ give W. C. Christian Academy permission to transport
_____ to and from school _____
Child's Name School's Name

Parent/Guardian's Signature: _____ Date: _____

Also, if there is an emergency, I give W.C. permission to transport my child _____
to the nearest medical center, Summerville Medical.

Print Name of Parent/Guardian _____ Date _____

Parent/Guardian's Signature: _____ Date: _____

W. C. Christian Child Development Center Policies

Pick Up Policy/Release of Children

Anyone who picks up a child(ren) at W.C. Christian Child Development Center must be on the child's pick up list, on their enrollment form, and must be at least 18 years of age.

For those who are not on the pick-up list, we must have a written note or a phone call from the parent in advance letting us know the name of the person picking up the child. This person must present a current driver's license for identification.

The person must also give the "Family Code Word" (Password) which helps us to better identify the right person who is picking up their child(ren). Without this very important information, no child will be released from W.C. Christian Academy without proper identification and "Family Code Word" known as password.

Child's Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Discipline Policy

At W.C. Christian Child Development Center we prefer that children learn positive behavior through education, training, and re-direction. Under no circumstances will we utilize corporal punishment as a means of discipline. This includes spanking, slapping, hitting, jerking, pinching, or popping hands. Nor will we do this at the parent's request.

We may at times use the "time to think" method if we feel a child needs a break from his/her circumstance, but no more than 1 minute per age of child.

If necessary, we may call a parent to assist in resolving consistent disruptive behavior. We reserve the right to terminate enrollment if we feel that the child's behavior is detrimental to others and if over time, no resolution has been established.

I _____ acknowledge and accept this agreement. I understand the discipline and the behavior management policy that has been established by W. C. Christian Child Development Center. I will contact the director if I have any concerns.

Child's Name: _____ Date: _____

Print Name of Parent/Guardian _____ Date _____

Parent/Guardian's Signature: _____ Date: _____

W.C. Christian Child Development Center Emergency Consent Form

I _____ give permission to W.C. Christian Child Development Center to provide emergency medical treatment for my child(ren) while they are at the facility.

Child's Name: _____ DOB: _____

Mother/Guardian's Name: _____

Home Phone # _____ Cell Phone # _____ Work Phone # _____

Email: _____

Father/Guardian's Name: _____

Home Phone # _____ Cell Phone # _____ Work Phone # _____

Email: _____

Insurance Information:

Insurer's Name: _____ Policy Number: _____

Insurance Name: _____

Child's Information:

Pediatrician Name: _____ Telephone Number: _____

My child is taking the following Medications: _____

My child has the following allergies: _____

Allergic Reactions: _____

Children will be transported by EMS to _____ Hospital.

Print Name of Parent/Guardian _____ Date _____

Parent/Guardian's Signature: _____ Date: _____

W.C. Christian Child Development Center

Illness Policy

Your children cannot attend W.C. Christian Academy with a fever of 99 degree or higher. Your children must be fever free for a minimum of 24 hours before returning to daycare.

Listed below are some contagious illness of when your child needs to say out of daycare:

Serve pain or discomfort* Diarrhea (third time) Vomiting (twice) Fever of 99 or higher Severe coughing Yellow eyes or jaundice skin Red eyes with discharge* Infected, untreated skin patches*	Difficulty or rapid breathing Bleeding/weeping skin lesions* Skin rashes* Swollen joints* Visibly enlarged lymph nodes* Stiff neck* Blood in urine/stool* Hand Foot and Mouth																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>Respiratory Illnesses</u></td> <td style="width: 33%;"><u>Gastrointestinal Illness</u></td> <td style="width: 33%;"><u>Contact Illnesses</u></td> </tr> <tr> <td>Chicken pox**</td> <td style="text-align: center;">Salmonella*</td> <td style="text-align: center;">Impetigo*</td> </tr> <tr> <td>German measles</td> <td>Giardia Lamblia*</td> <td>Lice</td> </tr> <tr> <td>Hemophilus influenza* (HIB- NOT-the Flu)</td> <td>Hepatitis A*</td> <td>Scabies</td> </tr> <tr> <td>Meningococcus</td> <td style="text-align: center;">Salmonella Typhi</td> <td style="text-align: center;">Hand Foot Mouth*</td> </tr> <tr> <td>Mumps*</td> <td></td> <td></td> </tr> <tr> <td>Strep Throat</td> <td></td> <td></td> </tr> <tr> <td>Tuberculosis</td> <td></td> <td></td> </tr> <tr> <td>Whooping cough</td> <td></td> <td></td> </tr> </table>	<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illness</u>	<u>Contact Illnesses</u>	Chicken pox**	Salmonella*	Impetigo*	German measles	Giardia Lamblia*	Lice	Hemophilus influenza* (HIB- NOT -the Flu)	Hepatitis A*	Scabies	Meningococcus	Salmonella Typhi	Hand Foot Mouth*	Mumps*			Strep Throat			Tuberculosis			Whooping cough			
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Parents are notified by phone for all fevers. The parent is given a one hour to pick up time his or her child from daycare. For more information about DHEC Exclusion list for parents, go to <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

Child and Teen Health
ATV Safety
Child Health Websites
Children with Special Health Care Needs
Concussion (Traumatic Brain Injury)
Early Childhood
Oral Health
School and Childcare Exclusion List: Information for Parents
SC Child Fatalities Report (pdf)
Teens (Info, Services)

I _____ have read and understood the Illness Policy that has been established by W.C. Christian Child Development.

Child's Name: _____ Date: _____

Print Name of Parent/Guardian _____ Date _____

Parent/Guardian's Signature: _____ Date: _____

Medication Administration Policy

Medications- W.C. Christian Child Development Center staff will not be administering medications to any child in our care.

W.C. Christian Academy will:

- Apply diaper cream as needed for diaper rashes.
- Use the Nebulizer to administer medication to treat breathing disorders as prescribed by the child's physician. Parents must have a written procedure on how the medication is to be administered. This medication must have the child's name and the doctor's name. It must come in the original labeled box or container. **Expired medication will not be administered to any child by W.C. Christian Child Development Center staff.**

W.C. will not apply sunscreen to any child in our care.

Medication for the **Nebulizer** must have the following information:

1. It must be in the original pharmacy container.
2. Must have the full name of the child who is receiving the prescription medication.
3. The box and medicine bottle must have the pharmacy's name, address, telephone number, and the prescription number
4. Medicine must be in a child proof container.
5. The medicine container must have the instructions for administering the medication.

Parents, by signing the Medication Administration Policy you give W.C. Christian Child Development Center the right to administer medication as stated in this policy.

I _____ give W.C. Christian Child Development Center consent to Administer Medication in the original pharmacy container to my child

_____.

I _____ give W.C. Christian Child Development Center consent to apply the following **diaper cream** to my child. _____

Brand name of diaper cream

I understand that for whatever reason I change the diaper cream brand that I must fill out another **diaper cream** medication consent form.

Print Name _____

Parent/Guardian's Signature: _____ Date: _____

W.C. Christian Child Development Center

“Picture Me”

Child’s Name: _____ Date: _____

W.C. Christian Child Development Center is very proud of our “Picture Me” program. This program allows W.C. Christian Child Development Center to take pictures of your child participating in various classroom activities, special celebrations, and field trips. Through the “Picture Me” program, we are hoping to bridge the gap between school and home. Also, these pictures would be used on our bulletin boards, in the classroom on cubbies, and in our school newspaper. By signing below, you give W.C. Christian Child Development Center to take pictures of your child.

Print Name of Parent/Guardian _____ Date _____

Parent’s/Guardian’s Signature _____ Date: _____

Building Privileges for Parents

Parents/guardians have free and full access to their child(ren) attending W. C. Christian Child Development Center. Parents/guardians visit must not disrupt instructional activities or classroom routines. **Parents/guardians are only allowed to visit and participate in their child(ren’s) classroom, not other classrooms.** Parents will sign-in and sign-out on the visitor’s log. **Unless a court order stipulates otherwise.**

Print Name of Parent/Guardian _____ Date _____

Parent’s/Guardian’s Signature _____ Date: _____

Confidentially

All records and information about your child is confident. We do not share any information about your child.

Print Name of Parent/Guardian _____ Date _____

Parent’s/Guardian’s Signature _____ Date: _____

Check My Infant Off Policy Ready for Daycare

Parents should:

1. Have an updated immunization record for infant and the completed enrollment application.
2. Send at least 4 prepared bottles labelled with the infant's name using one of the following labelling system. **W.C. Christian Child Development Center will not be able to make infant's bottles.** It is MANDATORY for the parents to use one of the labelling system below for their infant's bottles.

<https://www.inchbug.com/apps/labels?label=orbit-labels>

https://www.etsy.com/market/baby_bottle_labels



example:

3. It is mandatory for all prepared bottles to have bottle caps. **Please label bottle caps.** Liquid formula bottles should be labelled daily by parents using the above system. Caregivers **Will Not** wash and make bottles for your child.
4. Powdered formula-If you choose to use powdered formula, at least 4 bottles should be prepared with water at home and sent to daycare every day. Numbers on the outside of all bottles should be visible for the caregiver to read and add the appropriate amount of powdered formula. Again, the caregiver does not have the time to wash and prepare water bottles.
5. Parents are responsible for putting formula bottles in the refrigerator. **Do not** put unlabeled formula bottles in the refrigerator. All water bottles should be placed on the counter next to the refrigerator. Unlabeled formula and water bottles will not be fed to any infant.
6. All bottled formulas, breast milk and jar foods will be heated in a bottle warmer or crockpot. Tea, Kool-aid, Gatorade, soft drinks will not be given. These drinks are not nutritious and they do not meet USDA food guidelines for growing healthy children.

7. Parents who desire to take their children off formula and baby food are responsible for sending in three meals a day. The following guidelines must be adhered to. Parents are to give all food items prepared at home to the caregiver upon arrival in the room. **Without food your child cannot stay at daycare. If you need to go get food for your child to eat, you must take your child with you.**
8. Parents and caregivers (lead teacher or assistant) are to make sure all food containers are labeled and placed in the appropriate place. Containers should be labeled breakfast, lunch, and afternoon snack.
9. Parents are to send food items that can be warmed in the crockpot or eat as is. The caregiver cannot leave the room to heat food in the microwave. **The director and cook will not be available to perform this task.**
10. Parents are to send all food items for child to eat teased or chopped, especially meats.
11. Should send pacifier(s) labelled with the infant's name using one of the following labelling system. **No string attachment is allowed for labeling pacifiers.**
http://www.stickymonkeylabels.com/product-list.php?Baby_Labels-pg1-cid57.html

<http://www.mypacifier.com/Shop.aspx>



example:

12. Keep three sets of changing clothes and socks with your infant's name at W.C.
13. Put shoes and socks on all infants before leaving home. The infant teacher will have the time to put shoes on your infant.
14. Send in food for infant's feeding at the appropriate age. **Please do not send cereal in bottles for your infant.** Below items must be labeled with your infant's name.
 - Cereal
 - Fruits
 - Vegetables
 - Entrees (example: turkey and rice, or mac and cheese)
 - Gerbers' Yogurt
15. Send five bibs labelled with the infant's name daily.
16. Send eight diapers labelled with infant's name daily or one large diaper pack labelled with your infant's name.
17. Your infant will not be allowed to attend if he/she is missing items from this list. **Our goal is to provide quality infant care. We need our parents to following "Check My Infant Off".**
18. **Please get your infant's activity sheet daily.**
19. Please do not send sleeping toys for your infant. **The only precious item in the crib should be your infant.**

I have read the Check my Infant Off Policy. I understand that I have one week to get the labels for my infant's bottles.

Infant;s Name _____

Print Name of Parent/Guardian _____ Date _____

Parent's Signature _____ Date _____