

W.C. Christian Academy Policy Handbook

Address: 1202 Central Ave.
Summerville, S.C. 29483

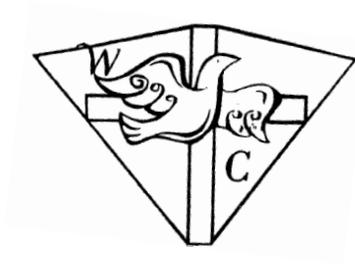
Phone: (843) 871-5652

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Owner/Executive Director: Maggie Tucker

Hours of Operation: Monday-Friday 6:30AM-5:30 PM



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 2021-2022
Dates the center will be closed

September 6	Labor Day
November 24, 25 & 26	Thanksgiving Holiday
December 24 & 27	Christmas Holiday
December 31	Closed for New Year's Day
January 17	Martin Luther King, Jr. Day
February 21	Closed Presidents' Day
April 15	Good Friday
May 30	Memorial Day
July 4	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): We offer Pre-K (4K). It is through S.C. First Steps. This program uses the Creative Curriculum. The curriculum engages all children physically, cognitively, emotionally, and socially. The discipline portion of the curriculum is Conscious Discipline where it incorporates being a family at school. These children are more than ready for kindergarten in the public or private schools.

Early Screening Includes Speech, Occupational Therapy and Physical Therapy

Agencies we use: Tri-County Therapy or Cooper River Pediatric 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 W.C. Christian Academy 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 7:30 a.m. Monday thru Friday.

All other children are expected to be in their classroom by 8:00 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 (Pre-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 development computer program is available for children in the 4 years 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.

Payments

Payment is due the first day you start and every Friday afterwards for the upcoming week. Tuition payments received after Monday is considered late for that week. Payments can be cash, a written check or money order made out to W.C. Christian Academy.

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

Please do leave payments in an envelope in your child's folder or bag.

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 \$5 the first minute per minute per child will be charged for any late pick-ups. After that there will be an additional \$2 a minute charge for each child. 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 (the caregiver or desk clerk will be responsible)

Due to the pandemic, parents will not be allowed to come in the building. The caregiver or desk clerk will be responsible for signing the children 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 not leave their child unattended in the parking lot.

4K Only-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 8:00 a.m., Monday thru Friday. Your child will not be allowed to come after 8:00.

ALL CHILDREN ARE EXPECTED TO WASH THEIR HANDS UPON ENTERING W.C. Christian Academy

Tracking

All children are tracked in the center by the time of arrival. The teacher/care giver is responsible for tracking each child in his/her care where absent throughout the day (from arrival to dismissal).

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. **The center will not give discounts for days your child is absent.**

Withdrawal

For families whose child has been accepted into First Steps 4K Program, they are expected to follow the guideline in the 4K handbook.

For other parents, a two week written notice must be submitted to the director. If proper notice is not given, parents are expected to pay the last two weeks.

Change in Status Requests (full-time to part-time)

W. C. Christian Academy does not have part-time spaces. We do not have part-time spaces for infants, toddlers, twos, threes and fours.

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.

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.*

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 (for 4K only)

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.

Naptime is from 12:00 p.m. to 2:00 p.m. The center will not allow anyone in the program after 8:00 a.m. and during naptime.

No blankets and pillows are allowed.

Social distancing will be adhered to as much as possible.

Due to the pandemic (COVID-19), no blankets, pillows or other items used for sleep are allowed at W.C. Please keep items mentioned at home.

4K Parents please look at your child's class daily schedule.

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 5 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 5 YEARS OLD

FIELD TRIP POLICY (for ages 4 and up)

Due to the pandemic, W. C. Christian Academy will not be having field trips.

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 says, she says).**

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.

Tracking: Children will be track throughout the day by each the teacher in each class. Time arrived and time departed will be recorded.

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 Classdojo. All parents are encourage to accept the invite. 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.

Toys & Jewelry

W.C. asks that you do not bring toys, books, 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.

Earrings: For the safety of your child, earring are not allowed.

Due to the pandemic (COVID-19) children are not allowed to bring any toys, books or any play items from home for Show and Tell until further notice. Dated: August 3, 2020.

Car Seats

W. C. Christian Academy will not be able to store car seats, strollers, swings, suitcases, etc., in the building due to the pandemic and the limited storage space up front. It will be your choice to leave your child's item in the front of the building outside. If possible, please make arrangements 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 verbal or 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 verbal or written notice each time this happens.

Ghost, black cats, bats, 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.

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 Academy, 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.**

School Closings (Holidays and Increment weather)

All parents with a child enrolled at W. C. Christian Academy will receive an invite form Classdojo. W.C. will be closed for all major holidays (see calendar). In the event that W.C. Christian Academy needs to close due to inclement weather or unforeseen acts of Mother Nature, if possible, parents will be notified through Classdojo. Also, refer to your local T.V. stations. 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 Academy for any reason, you must provide the office manager with 2 weeks written notice. If proper notification is not given, parents are expected to pay the last two weeks. If fees are not paid, your information will be turned over to a collection agency and reported to the credit bureau.

W.C. Christian Academy does have the right to terminate any contract if policies are not adhered to by the parent(s) or guidance (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 Academy Illness Policy

W. C. Christian Academy will not provide care for mildly ill children.

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.

Due to the COVID-19 Pandemic, all children will have a temperature check upon arrival and after naptime at daycare by a W.C. Christian Academy employee. If your child has a fever of 99 degrees or higher, he or she will be sent home or would not be allowed to attend daycare. Your child will not be allowed to return to school the next day. Your children must be fever free for a minimum of 24 hours before returning to daycare.

Parents, please wait for a staff member to check your child's temperature reading before leaving the center.

The daycare will not give any pain/fever reducing medicine to your child.

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) Swollen joints* Severe coughing Yellow eyes or jaundice skin Red eyes with discharge* Infected, untreated skin patches* Thrush –Candidiasis	Difficulty or rapid breathing Bleeding/weeping skin lesions* Skin rashes* Hand Foot and Mouth Visibly enlarged lymph nodes* Stiff neck* Blood in urine/stool*																														
<table style="width: 100%; border: none;"> <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>Salmonella*</td> <td>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>E. Coli*</td> <td>Ring Worm</td> </tr> <tr> <td>Mumps*</td> <td>Salmonella Typhi</td> <td>Hand Foot Mouth* (HFM-home 11-14 days)</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> <tr> <td>COVID-19 or related</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	E. Coli*	Ring Worm	Mumps*	Salmonella Typhi	Hand Foot Mouth* (HFM-home 11-14 days)	Strep Throat			Tuberculosis			Whooping cough			COVID-19 or related			
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Parents are notified by phone for all fevers. The parent has one hour (from the time of call) to pick up his or her child from daycare. For more information about DHEC Exclusion list for parents, go to <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

I _____ have read and understood the Illness Policy for communicable diseases that has been established by W.C. Christian Academy.

Child's Name: _____ Date: _____

Print Name of Parent/Guardian _____ Date _____

Parent/Guardian's Signature: _____ Date: _____

COVID 19 Symptoms for Children (CDC)

Please be mindful of other children in our care. Please keep your child home if he or she has any of these symptoms.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- a rash on skin, or discoloration of fingers or toes
- Conjunctivitis
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I _____ have read and have an understanding of the symptoms associated with COVID-19 stated by the Center of Disease Control (CDC).

Child's Name: _____ Date: _____

Print Name of Parent/Guardian _____ Date _____

Parent/Guardian's Signature: _____ Date: _____

Philosophy of Child Discipline

Every child at W.C. Christian Child Academy 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 Academy, 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 Academy
Transportation/Field Trip/Emergency Consent

Field Trip

Due to the COVID-19 pandemic, W. C. Christian Academy will not be having field trips.

Transportation

W.C will not be transporting children to school and will not be picking up children from school for the afternoon/end of a full school day.

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: _____

Emergency Consent

I _____ give permission to W.C. Christian Academy 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 # _____

Medication Administration Policy

Medications- W.C. Christian Academy 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 Academy.**

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 or parent must have the instructions for administering the medication.

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

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

Diaper Cream

I _____ give W.C. Christian Academy 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: _____

Pick Up Policy/Release of Children

Anyone who picks up a child(ren) at W.C. Christian Academy 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 Academy 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 Academy. 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: _____

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: _____

“Picture Me”

Child's Name: _____ **Date:** _____

W.C. Christian Academy is very proud of our “**Picture Me**” program. This program allows W.C. Christian Child Academy 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 Academy to take pictures of your child.

Children enrolled in the First Steps 4K program pictures will be shared with SC First Steps for them to use appropriately.

Print Name of Parent/Guardian _____ Date _____

Parent's/Guardian's Signature _____ **Date:** _____

Building Privileges for Parents and Specialist/Therapist/Interventionist

Due to the Pandemic, parents/guardians will have free and full access to their child(ren) attending W. C. Christian Academy with limitations due to the COVID-19 guidelines
We are not allowing parental visitation of children at W.C. Christian Academy at this time. 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.

Visitors from Tri-County Therapy, Cooper River Therapy, and other early invention/specialist group for young children will be allowed to enter the building if the following documents are available on site. Therapists must present COVID-19 vaccination card (no picture from phone). Also, they are to follow the procedures below.

1. Therapists must wear a mask.
2. Therapists must get their temperature check (100 degrees).
3. Therapists must wash their hands with soap and water.
4. Therapists must sign in on the visitor log and write in temperature.

5. Therapists are to work in the area designated in the front. Therapists will not be allowed in the child's classroom.

6. Teacher or desk clerk will bring child and take child back to the classroom.

Parents will give consent for special activities by signing the extra-curriculum activities form for their child to participate in activities with specialist/therapist.

Print Name of Parent/Guardian_____ Date_____

Parent's/Guardian's Signature_____ Date:_____

Confidentially Policy

All records and information about your child is confident. We do not share any information about your child to outsiders. W.C. Christian Academy values you and your family privacy. The only persons who will/can 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. All information pertaining to your child (name, address, family information and child identification) will be kept in a locked file box at the front desk.

Print Name of Parent/Guardian_____ Date_____

Parent's/Guardian's Signature_____ Date:_____

Provisional Employment

Provisional Employment for hiring persons to provide care for enrolled children would be used for emergency hiring only. A written statement will be provided to parents indicating that the facility may provisionally employ a person in order to comply with SC laws and regulations when unexpected staff vacancy occurs.

W. C. Christian Academy Potty Training Policy

It is our belief at W. C. Christian Academy 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. Consistency is the key to successful potty training.

What parents should know about potty training at W.C. Christian Academy.

- **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 with Velcro sides.** Parents, it is impossible for the teacher 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 teachers to add housekeeping chores in the schedule.** Parents sometimes believe that teachers should launder a child's clothing when accidents occur or other not-so-desirable tasks during potty training transition. *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 Academy, all children being potty trained are expected to wear a pull-up on at naptime to help meet health and safety guidelines. Teachers do not have enough time to clean 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 with Velcro sides, wipes and 2 sets of changing clothes at day care.

Print child's first and last name _____

Parent'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 5 prepared bottles labelled with the infant's name using one of the following labelling system. **W.C. Christian Academy 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. Parents are to send all food items for child to eat teased or chopped, especially meats. 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. 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



example:

11. Keep three sets of changing clothes and socks with your infant's name at W.C.
12. Put shoes and socks on all infants before leaving home. No slip-ons. Shoes must fit and stay on your child's feet. The infant teacher will have the time to put shoes on your infant
13. Send in food for infant's feeding at the appropriate age. **Please do not sent 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
14. Send five bibs labelled with the infant's name daily.
15. Send eight diapers labelled with infant's name daily or one large diaper pack labelled with your infant's name.
16. 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".**
17. **Please get your infant's activity sheet daily.**
18. 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 _____

**W. C. Christian Academy
Contract/Rate Agreement**

This contract is between **W.C. Christian Academy** 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_____	From_____	From_____	From_____	From_____
to_____	to_____	to_____	to_____	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_____