

Surfside United Methodist Church

Child Development Center

800 13th Ave. North (at Hwy. 17)

Surfside Beach, S.C. 29575

843-238-2734

surfsideumc.org

2017-2018 Policy Handbook

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Surfside United Methodist Church

Child Development Center

Mission Statement

The Child Development Center (CDC) is a mission of the Surfside United Methodist Church. The CDC is licensed through the South Carolina Department of Social Services. In an effort to provide the greatest level of protection for the children in this program, the CDC also abides by the Safe Sanctuary Policy of the Surfside United Methodist Church. Copies are available in the Church Office. The CDC teaches Biblical values in a loving, Christian environment. It is the purpose of the CDC to be a wholesome Christian program for young children. The total program is motivated by Christian ideals and principles, yet is non-doctrinal in approach. This is a program for the children, yet we believe the entire family is touched and enriched as a result. For some families, this is their first connection to church and therefore an opportunity for SUMC to be in ministry to them in more areas. The Surfside United Methodist Church Preschool (SUMCP) is one component of our Child Development Center.

Our Preschool seeks to help each child to develop in accordance with his/her own abilities, interests, and needs in a program that offers the best in Early Childhood Education.

There will be opportunities for the children to:

Broaden his/her knowledge of the world through science experiences, exploration of our environment, exposure to literature, visual materials and discussions,

Learn to communicate feelings and ideas using a variety of language experiences, art, music, rhythm, block building, games, etc.,

Develop a positive self image,

Establish a readiness for numbers and letters to prepare a foundation for continuing education.

Grow in self discipline that permits children to work, play, and cooperate without losing their ability to think and judge for themselves.

It is also our goal to cooperate with the parents, to increase parental involvement, and to help parents develop a realistic understanding of their child's abilities and skills.

Above all, we hope that through positive participation in the SUMCP the children will develop and keep their sense of curiosity and love of learning that will fulfill their early years as well as their future.

SUMC CDC incorporates Creative Curriculum into its theme-based teaching units. The teachers of the three-year-old and four-year-old classes work together to plan and share resources and talents for enriching lessons.

Our staff is highly qualified. All teachers receive state mandated training annually. Each teacher receives CPR and First-Aid Certification and has undergone national criminal background checks as well as completed SUMC's Safe Sanctuary training.

Once a week our children will participate in a half-hour long aerobic exercise class, "Stretch-n-Grow." "Stretch" teaches about the muscles, stretching, and simple exercise to music. The instructors are licensed and each has undergone a criminal background check.

We do not have delayed openings, parents are told to use caution during extreme weather conditions. You will be given notification of any early dismissals. Our facility is open from 8:00 a.m. until 3:00 p.m. Two staff members are always on duty at the facility when children are present.

Daily Schedule

Hours

Preschool Hours	8:30 a.m. – 12:00 p.m.
Lil Tots , 2 ½ Yr. Olds M-F or M/W/F	8:30 a.m. –12:00 p.m.
Munch Bunch for Preschool Children T/W/Th.....	12:00 p.m. – 3:00 p.m.
Summer Program	7:00 a.m. – 6:00 p.m.

Drop Off Times

The best care and learning environment is offered when all children arrive no later than 8:30 a.m. We do anticipate late arrivals due to scheduled appointments and these are acceptable.

Pick Up Times

Our staff is dedicated to providing quality care for your child at all times. We are staffed based on each program’s closing time and our budget does not allow for overtime for staff. We understand that emergencies arise. When they do, please call the CDC so that arrangements can be made to care for your children.

Rates and Fees

Lil Tots, 2 1/2 Year Olds

Registration Fee	\$50.00
Tuition M/W/F	\$180.00 monthly
M-F	\$225.00 monthly

Preschool Fees

Registration and Supply Fee	\$100.00 (students paying by April 1 st \$85.00)
Activity Fee	\$80.00 due at registration
Preschool Tuition	

3 day **3-year-olds**.\$225.00 monthly

5 day **3 and 4-year-olds**..... \$300.00 monthly

Extended Care

Tuesday, Wednesday, Thursday at NO EXTRA COST

Summer Program

Registration and Supply Fee	\$ 50.00
Weekly Fee.....	\$145.00
Two Day Minimum.....	\$70.00
Weekly Activities at NO EXTRA COST	

Late Charges

Please note there is a late fee for all programs of \$5.00 after a five-minute grace period and \$5.00 for every five minutes thereafter. This late fee will be added to the next month's fee and payment is expected at that time.

Please Note

In order to keep fees and tuition at the lowest rates possible, we operate on the basis of 100% fee payment monthly. We can not make arrangements for paying partial tuition or extend financial assistance other than the discount for multiple children and church members.

Holiday Rates

The Preschool's tuition is based on a yearly fee divided evenly for 9 months. Therefore the monthly fee does not change due to holidays or vacations in a month.

Blood borne Pathogen Waste Disposal

In the event of an accident or injury involving hazardous waste all materials shall be bagged and taken away by EMS personnel. If any is left behind it shall be disposed of at the offices of Primary Medical Assoc. of Myrtle Beach, located at 1413 Hwy 17 Bus. N, Surfside Beach, S.C. 29575 (843-238-5654).

Liability

Surfside United Methodist Church carries limited liability coverage for staff and enrolled children. If the child or staff is covered under any other medical insurance, the parent/staff must file with their insurance first and SUMC will pick up the remainder. If there is no other insurance, SUMC will file for primary coverage under its insurance program. This will be handled through the director.

Confidentially

In order to safeguard the confidentiality of our records, all names, address, and other personal information that may identify a child/staff are kept in a locked environment. This information is not shared with any other organizations.

Tracking

Children will be accounted for as they enter and exit the facility or move about the facility using the daily attendance rosters on which their parents have signed. For after school children the staff signs them in as they exit the bus and is carried as the children move throughout the building and outside or on field trips. Each staff member will have an attendance roster to monitor his/her specific group. This attendance roster is updated each time the child is dropped off or picked up from school.

First Aid Kit

A first aid kit shall be available for the treatment of minor cuts and abrasions and shall be stored in a location inaccessible to children.

Emergency Evacuation Plans

Emergency Evacuation Plans are posted and revised each year in accordance with DSS requirements. Our school will participate in monthly fire drills to prepare students and staff in the event of a fire emergency.

Surfside United Methodist Child Development Center-Lil Tots, 2 1/2 Year Olds

Your child will be in a loving, Christian environment where they will have the opportunity to develop socially, emotionally, and academically through various hands on activities.

In order to keep things running smoothly, we will need you to do the following:

*Remember that class begins at 8:30 a.m. and ends at 12:00 p.m. Do your best to be on time.

*You will need to supply diapers and/or pull ups and wipes for your child. Please put your child's name on these items.

*Please send your child with a sippy cup labeled clearly with their name. Also, pacifiers, if necessary.

*In a diaper bag or gallon Ziploc bag, send in a change of clothes marked with their name.

*We will be providing snack. Make us aware of any food allergies. We are unable to heat or refrigerate food.

Surfside United Methodist Child Development Center-Preschool

Surfside UMC Child Development Center's Preschool Program is a non-profit Christian organization governed by a Board of Directors from the Surfside United Methodist Church. Our goal is to foster the development of the total child: to help him/her grow personally, socially, physically, mentally, spiritually and emotionally. The curriculum offered in your child's class is designed for his/her age level and ability. The program of learning is structured in units of study relating to the home, community and the environment around the child based on the Creative Learning Curriculum. We hope that our program teaches as well as enriches your child during his/her early experiences in attaining his/her full potential. We are proud to be able to offer this service to our community. We believe we have an excellent staff that is dedicated, concerned and well trained. Our teachers are eager to work with you, so please feel free to call on them or the director. We welcome you and your child to a new year in our preschool program.

GUIDELINES

I. Clothing

We encourage play clothing that is comfortable and suitable for school activities including running, jumping, climbing and painting. We plan to have an outdoor playtime each day, except in inclement weather. Jackets, gloves and other clothing generally removed at school should be clearly labeled with your child's name. Children should wear socks at all times. Sneakers are REQUIRED for reasons of health and safety.

II. Hours

- Lil Tots and 2 ½ year olds meet Monday, Wednesday, and Friday from 8:30 a.m.-12:00 noon OR Monday through Friday.
- Three (3) year old classes meet Tuesday Wednesday and Thursday from 8:30 a.m. -12:00 p.m.
- Three (3) year old classes meet Monday through Friday from 8:30 a.m. - 12:00 noon.
- Four year old classes meet Monday through Friday from 8:30 a.m. - 12:00 noon.

III. Eligibility (All children must be potty trained)

- A. Children enrolled in the 3 year old class must turn 3 by Sept 1st of that year.
- B. Children enrolled in the 4 year old class must turn 4 by Sept 1st of that year.

IV. Arrival and Departure

- A. Transportation will be the responsibility of the parents. If carpools are formed please inform the teacher and be sure to list each other on your pickup permission lists.
- B. Keypad Entry:**
For early drop off, the doors will automatically open from 8:25-9:00 a.m. Arrival after this time, you will need to enter through the playground gates. If a relative or friend is dropping off, please be sure they are aware of our procedure.
- C. Arrival:**
Please walk your child to their classroom and sign them in on the classroom sign in sheet. We cannot be responsible for your child until he/she is brought to the classroom. Please try to arrive no later than 8:40. Our schedule becomes much disrupted when children arrive at various times. Activities that commence before your child arrives cannot be repeated and many children feel left out when this happens.
- D. Access:**
Parents are permitted free and full access to their child without prior notice, while their child is in the care of Surfside United Methodist Church, unless there is a court order limiting parental access. However, parental access may not disrupt instructional and classroom activities.
- E. Dismissal:**
Only persons listed on your child's approved pick up list will be authorized to pick up your child. We cannot allow any additions to your child's approved pick up list by phone or fax. Parents must add authorized adults to pick up list in person. Parents are expected to come to their child's classroom to pick him/her up. This method helps children take home papers, jackets, etc. with the help of their parents. Please notify your child's teacher if you plan on another authorized adult to be picking up your child from school that day. Authorized adults picking up students must sign students out on classroom sign in/out sheet.
- F. Late Charges:**
In order to give our teachers the time they need to fulfill their own responsibilities, a late fee will be charged after 12:05 at a rate of \$5.00 per minute and \$5.00 for every five minutes thereafter. One warning is allowed on this matter. If you see that you are going to be late, please call us so that we can assure your child that you are coming. The teachers may have other responsibilities.

V. Tuition

Tuition is due on the first school day of the month. Checks should be made payable to Surfside UMC CDC before the 5th day of the month. On the 6th day there will be a late fee of \$5.00 due for that month. Beginning on the 15th day of the month, your child's slot in the preschool will be considered open for a new student. If your child returns before the slot is filled, full tuition and a late payment of \$10.00 is required. Please put payments in the "tuition envelope" to ensure proper credit. After the 5th, payments should be handed directly to the director along with the late fee. Teachers will not be responsible for payments given to them. One warning will be given concerning returned checks after which tuition must be paid in cash for the remainder of the year. The monthly fee covers each calendar month regardless of the number of days attended or any holiday in that month. Please cooperate with our payment procedures so that our budget will run smoothly.

VI. Orientation

Items due at the time of registration include:

- Child Health Statement
- Signed Discipline Form
- Signed Registration Form
- Emergency Information Form

VII. Health

Good health is essential if your child is to gain the greatest benefits from our program. You can help keep colds and sickness to a minimum if you will keep your child at home when he/she is ill. The basic rule before sending your child back to school after an illness is to wait 24 hours after the fever has broken and wait 24 hours after your child has eaten a meal after having the stomach flu or vomiting. Do not send medication to school. We CAN NOT administer medication. If your child has a contagious or communicable disease such as pinworms, head lice, ringworm, chicken pox, or measles, please let us know so that other parents can be notified. In the case of communicable diseases, we require that your child be kept home until obtaining written permission from a doctor stating that your child is no longer contagious.

VIII. Medication

We do not administer medication with the exception of EPI pens and emergency inhalers. All EPI pens and emergency inhalers must be labeled with the child's name and used only for the child for whom the EPI pen or emergency inhaler is labeled. Parents must sign a parental consent form allowing school personnel to administer EPI pen or emergency inhalers when necessary. EPI pens and emergency inhalers must be accompanied by a doctor's prescription. All EPI pens and emergency inhalers are kept in a first aid kit in the classroom where they are

readily accessible in the event of an emergency. All unused expired EPI pens and emergency inhalers shall be returned to the parents.

IX. Conferences

Conferences are planned at your request or the teacher's when needed and once a year in late January. You should feel free to contact your child's teacher or director at any time if you have concerns needing immediate attention. Children should not be present at the time of the conference.

X. Discipline

Discipline at Surfside United Methodist CDC consists of redirection, time out and, as a last resort, contacting the parents. Students will be redirected three (3) times and then placed in time out for one minute for every year of age. If time out does not allow the student to exhibit appropriate behavior in the classroom the parents will be called.

XI. Field Trips

Due to the constant changes to the Seat Belt Law, we will be limiting our field trips considerably. On trips you are asked to transport your own child or make other arrangements. Parents must give written permission for our facility to transport their children.

XII. Snacks

We ask all parents to be responsible for providing nutritious simple snacks three or four times a year, one week at a time. Please limit sugared snacks to birthdays or parties. Please have the snack all prepared to pass out unless the teacher asks you not to. Some examples of nutritious snacks are: crackers, dry cereal, cheese, fruit pieces, fishes and pretzels. Snack time should take as little time as possible unless we are doing it as a class project.

XIII. Birthdays

There will be no parties or present exchanging allowed at school. If you would like to furnish special treats for the class on your child's birthday, please let the teacher know in advance that you are sending treats. Whether or not treats are sent, special attention will be paid to the birthday child.

XIII. Inclement weather

We will follow the Horry County Schools decision for closing of school due to bad weather. Delayed starts of the Horry County Schools will not affect our starting time since we already begin school at a later time than they do. Remember it is ultimately up to YOU as a parent to make the decision. If you feel the weather is hazardous in your area you are not obligated to bring your child to school. Announcements will be made over the radio ahead of time, when any special circumstances arise.

XV. Teaching Materials

The three and four year old classes will both be using the various developmental tasks for their level. We adhere to the South Carolina Early Learning Standards (Good Start, Grow Smart) and the Early Childhood Environmental rating Scale Standards (ECERS). We emphasize language development, self-image and basic skills using fun activities. The Creative Curriculum will be used as a resource. We feel that this method will create a more free, flexible, and meaningful curriculum. Skills and concepts will be taught in units in an informal and a Christian environment.

XVI. Calendars

Every month your child's teacher will issue a calendar of events. It will include certain activities, field trips, speakers, people responsible for snacks and special happenings. Please keep the calendar handy so you will be able to anticipate what will be happening on each day.

XVII. Parties

Holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day and Easter are special. Christmas and Valentine's Day, and End-of-the Year parties are planned by your child's teacher. They may ask you to provide certain items such as food or craft supplies. Stay in touch with the Parent's Club for further information concerning other holiday functions of which you may want to be a part (the Fall Festival and Easter Egg Hunt).

XVIII. Medical Emergency Procedure

Each child must have an "Emergency Contact" card on file before the first day of school. This card must have at least three emergency numbers: i.e.: the Mother, the Father and one other name and number. Parents are responsible to notify the school in writing of any changes during the year.

In the event of a non-serious injury, the preschool personal will administer first-aid as per the American Red Cross training procedures and contact the parents if any further treatment is necessary. If no contacts are reached in a reasonable amount of time, EMS will be called if deemed necessary.

In the event of a serious injury, the preschool will immediately contact EMS and a name from the "Emergency Contact Card" and follow American Red Cross First-Aid procedure until EMS arrives. If the child is to be transported by EMS to the nearest hospital a school staff member will accompany the child with the child's emergency information and remain with the child until the parent arrives.

You have signed a Medical Release form upon registration stating that you give your permission for your child (or legal ward) to be treated or attended to by authorized medical personnel in the event of an emergency. You, therefore, hold free from liability Surfside United Methodist CDC

and all attending medical personnel acting according to accustomed procedure and rendering general and special medical related treatment on the behalf of and for the goodwill of your child (or legal ward).

XVIII. Emergency Evacuation Plans

Emergency Evacuation Plans are posted and revised each year in accordance with DSS requirements. Our school will participate in monthly fire drills to prepare students and staff in the event of a fire emergency.

XX. Withdrawal

We ask that you give us a minimum of two weeks notice before withdrawing your child. No money will be refunded.

XXI. Special Circumstances

Our major concern is the welfare of our children. If after a child has been enrolled and has attended the class for a while, the teacher and/or parents feel the experience is proving detrimental to the child or the rest of the class, the director shall require the withdrawal of the child. This will be done only after every effort has been made to make this a constructive experience for the child. We are not equipped to handle children with all emotional or physical handicaps. If there is any question concerning this discussion a conference will be held with the parents, teacher and director.

XXII. Liability

Surfside United Methodist Church carries limited liability coverage for staff and enrolled children. If the child or staff is covered under any other medical insurance, the parent/staff must file with their insurance first and SUMC will pick up the remainder. If there is no other insurance, SUMC will file for primary coverage under its' insurance program. This will be handled through the director.

XXIII. Confidentially

In order to safeguard the confidentiality of our records, all names, address, and other personal information that may identify a child/staff are kept in a locked environment. This information is not shared with any other organizations.

XXIV. Tracking

Children will be accounted for as they enter and exit the facility or move about the facility. The attendance roster that the parent signs their child in and out on is carried by the teacher as the children move through the building and outside. Each teacher will have an attendance roster to monitor his/her specific classroom. This attendance roster is updated each time the child is dropped off or picked up from school.

Discipline Policy:

Positive Guidance

For Child Development Center Program

It is the goal of SUMC CDC to help children to become happy, responsible, cooperative participants through positive, non-threatening teaching techniques.

Preschool children are beginning to learn responsibility for their own actions. It is our goal to guide them in continuing to develop this respect for themselves. Young children are learning that what they do affects other people. It is our responsibility to give them feedback and help them grow in respecting the rights of others and respect for the environment.

One of our goals of discipline is to help children develop tools to problem solve. In this process of setting and enforcing limits, our teachers assist the children in developing self control and the respect for the rights and property of others. There is NO corporal punishment at SUMC CDC.

Guidance and discipline techniques that will be used with the children include:

- Modeling acceptable behavior
- Recognizing each child's individual needs
- Structuring the environment and schedules to maximize good behavior
- Recognize children's efforts
- Anticipate and eliminating potential problems
- Redirection
- Good timing for teacher intervention
- Use for natural and logical consequence

We try to be aware of each developmental level and tailor all intervention and guidance techniques to meet the child's level and needs.