

Surfside United Methodist Church

Children's Center

## **Policy Handbook**

800 13<sup>th</sup> Ave. North  
Surfside Beach, SC 29575  
843-238-2734 X106  
[surfsideumc.org](http://surfsideumc.org)

2019-2020

## **SUMC CHILDRENS CENTER POLICY HANDBOOK**

### **MISSION STATEMENT:**

The Children's Center of Surfside United Methodist Church is a mission to present a wholesome, Christian program for young children. Our focus is teaching Biblical values in a loving, Christian environment, yet is non-doctrinal in approach. Our Preschool seeks to help each child develop in accordance with his/her own abilities, interests, and needs in a program that offers the best in Early Childhood Education. This program is for the children. However, we believe the entire family is touched and enriched as a result.

SUMC's CHILDRENS CENTER is licensed through the South Carolina Department of Social Services.

The Board of Directors, appointed by SUMC, oversees the center and hires the director.

### **SERVICES OFFERED\* AT THE CENTER**

- PRESCHOOL for three and fours
- TRANSITION CLASS (Early Threes OR pre-threes)
- LIL TOTS for toddlers (younger twos)
- SUMMER CAMP experiences for children  
(ages 3 years through 5<sup>th</sup> grade)

\*May change from year to year as enrollment demands change

attended by authorized medical personnel in the event of such an emergency, you, therefore, hold free from liability Surfside United Church CDC and all attending medical personnel acting according to accustomed procedure and rendering general and special medical treatment on behalf of and for the goodwill of the child (or legal ward.)

### **BLOOD BORNE PATHOGEN WASTE DISPOSAL**

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

### **TUITION**

We cannot make arrangements for partial tuition or extend financial assistance.

Tuition is based on a yearly fee divided into 9 months. Monthly fee does not change due to holidays or vacations. Due 1<sup>st</sup> school day of the month. On the 6<sup>th</sup> day there will be a late fee of \$5.00. On the 15<sup>th</sup>, the spot is considered open for a new student. If your child returns before the spot is filled, tuition plus late fee of \$10.00 will be due. Make checks payable to SMCC. Cash should be placed in an envelope with your child's name on it. Drop in envelope located outside the office.

so we may alert other parents of the presence of this “condition.”

FIRST AID KITS are available in each room but are stored so they are inaccessible to children.

#### MEDICATION

The only medications we can administer are EPI Pens or Emergency Inhalers. Each EPI or Inhaler must be labeled with the child’s name and be accompanied by a Doctor’s Prescription. In addition, we need a parental consent form on file in the office. EPI Pens and inhalers are stored in the classroom first aid kit to be readily available if needed.

Unused EPIs or Inhalers are returned to the parent.

#### MEDICAL EMERGENCY PROCEDURES

Each child must have an “Emergency Contact” card on file before he enters school. This will contain at least one other (LOCAL) emergency number and name in addition to that of the Mother and Father or guardian. The school must be notified of any changes occurring during the school year.

In the event of a non-serious injury, preschool personnel will administer first aid as taught in American Red Cross training procedures and the parent will be notified.

In the event of serious injury, the school immediately contacts EMS and follows the First Aid process. You will be called as soon as possible. If the child is to be transported by EMS to the nearest hospital, a staff member will accompany them with the child’s emergency information and will remain with the child until a parent arrives. Because you have signed a Medical Release form upon registration giving permission for that child to be treated or

#### OBJECTIVES:

PRESCHOOL (Children must be potty trained before classes start. Threes must be 3 by Sept 1 and Fours must be 4 by Sept 1) uses a CREATIVE CURRICULUM program offering the best in early childhood education. We provide opportunities for each child to:

1. Broaden his/her knowledge of the world through science experiences, exploration of our environment, exposure to literature, visual materials and discussions of everyday life
2. Learn to communicate feelings and ideas using a variety of language experiences, art, music, rhythm, block building, puzzles, imaginative play, games, etc.
3. Develop a positive self image
4. Establish a readiness for numbers and letters to prepare a foundation for elementary school
5. Grow in self discipline permitting the child to work, play, and cooperate without losing the ability to think and judge, both as an individual and as a part of a group
6. Develop a sense of curiosity and love of learning that will continue throughout life

How do we accomplish these? We incorporate the Creative Curriculum into theme-based teaching units. Teachers in the three and four-year classes work together to plan and share resources and talents for enriching lessons and to provide continuity through the years the child is with us

TRANSITION or PRE-THREES (must be 3 after Sept 1 but before Apr 1 of following year) provides a safe place for children to learn how to relate to and feel comfortable with adults other than their parents. Stories, manipulative materials, music, movement, and outside play help them grow in early stages of readiness skills.

LIL TOTS classes are offered for children 1 and 2 (must be walking before entrance). Trust in adults other than parents, early speech development, and a sense of time and space sharing are focuses as a part of the early readiness .

In each age level of our program, it is our goal to cooperate with parents; involving them and helping them develop realistic understandings of their child's abilities and skills.

#### STAFFING

We employ highly qualified persons. Each receives CPR and First Aid Certification annually. Each must have passed a National Criminal Background Check and each receives 15 hours of DSS in-service training annually. Each will participate in the Safe Sanctuary Training at SUMC.

#### CONDITIONS OF ENROLLMENT

1. The following paperwork is to be completed at the time of registration:

- a. Signed Registration Form
- b. Registration Fee
- c. Signed Financial agreement including tuition rates, a schedule for payment and late fee conditions
- d. Signed Discipline form

experience for the child and following a conference with parents, teacher, and director. Although, we are not equipped to handle children with certain emotional or physical handicaps, we often have referral sources the parent may call..

#### LIABILITY

Surfside United Methodist Church carries limited liability coverage for staff and enrolled children. Your other medical insurance must be filed first and SUMC will pick up the remainder. If there is no other insurance, SUMC will file. This is handled through the Director and appropriate church officer.

#### CONFIDENTIALITY

To safeguard privacy, all names, addresses, and other personal identifying information are kept in a locked environment and aren't shared with other organizations.

#### TRACKING

For safety purposes, children are accounted for as they enter and exit the building using the daily attendance rosters which parents use to sign a child in and out.

#### HEALTH ISSUES

If a child is to gain the most from a day with us, good health is essential. Keeping the ill child at home will help prevent spread of illness—at least 24 hours after fever or 24 hours after a meal is eaten and retained after stomach flu or vomiting. If the child has a contagious communicable disease such as pinworms, head lice, ringworm, chicken pox, or measles, keep the child at home and let the school know,

## PARENTAL ACCESS

Parents are permitted free and full access to their child without prior notice during the school day (unless that access is prohibited by court order. A copy of that order must be on file with the school director.)

## CLOTHING

We encourage comfortable play clothing suitable for both outdoor activities and messy classroom activities (painting, gluing, etc.). Jackets and gloves (when needed) may be placed on the child's hook outside the door. All need to be clearly labeled with your child's name. **SNEAKERS AND SOCKS ARE REQUIRED.**

For those in the LIL TOTS OR TRANSITION programs, we need a diaper bag (or gallon Ziploc bag) containing diapers, wet wipes, and a complete change of clothes every day.

While POTTY TRAINING is expected to be complete before a child enters the three or four-year classes, it is important that you offer your child an opportunity to go before taking him/her to class. We offer bathroom opportunities during the day but class numbers do not give teachers time to check every few minutes.

## FIELD TRIPS

Because of Child Seat and Seat Belt Laws, field trips are limited. If one is planned, you will be notified ahead of time so you may give us a permission slip. In addition, you are asked to transport your child or make other arrangements as needed for the day.

Rules for Summer Camp class trips may vary and parents must give written permission for faculty to transport a child.

## CALENDARS

Every month, your child's teacher publishes a calendar including non-school days, special activities, field trips, speakers, etc. Post this at home and use it to prepare the child for his day. After the school day, talk with the child about the day's experiences. Communications begun now will help both of you in later years.

## PARTIES AND SPECIAL EVENTS

Holidays--Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter--are special and we plan lessons around each. You may be asked to help with food or craft supplies. We will tell you of special church events such as the Fall Festival and Easter Egg Hunt and invite you to participate.

## BIRTHDAYS

Although no parties or present exchanges are allowed on school premises, you may furnish special treats for the class on your child's birthday. Please let the teacher know in advance. Check on possible allergies for students in the class so that every classmate may share the treat.

## SNACKS

Each parent is asked to provide nutritious snacks three or four times yearly. Examples include crackers, dry cereal, fruit pieces (even grapes must be cut), fishes, and pretzels. It helps if these are packaged in individual servings. Snack time often provides us valuable teaching moments (hand washing, trash removal, reviewing skills such as letters and numbers and practicing songs).

### INCLEMENT WEATHER

We follow the Horry County decision for school closing. Delayed starts do not affect our opening hour. During hazardous conditions, use your discretion about putting your child in a car and driving to school.

EMERGENCY EVACUATION PLANS will be posted and rehearsed each year in accordance with Social Services requirements. We participate in monthly fire drills. Talk to your child about this possibility.

### CONFERENCES

Conferences are planned at your or the teacher's request as needed. These need to be scheduled (not impromptu at the door) so that the teacher may give full attention to you and your issues without neglecting other children in the class.

### DISCIPLINE

Our professional training leads us to practice redirection, time out, and as a last resort, contacting you the parent. The Discipline Policy signed at enrollment gives more details.

### WITHDRAWAL

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

### SPECIAL CIRCUMSTANCES

Our major concern is the welfare of our children. If after a child has been enrolled and attended class for a time, the teacher and/or the parents feel the experience is detrimental to the child or the rest of the class, the director shall require the withdrawal of the child. This is done only after every effort has been made to make this a constructive

2. Prior to the opening of school, we must have the following before the child may enter class
  - a. Child Health statement by parents
  - b. Up to Date Emergency Form
  - c. Up-to-date shot records

### SCHOOL HOURS

Three and Four year classes 8:30 am – 12:00 pm  
(Extended Care no extra cost TWT 12:00 – 3:00 pm  
Parent furnishes the lunch)  
Pre-Threes and Lil Tots 8:30 am – 12:00 pm

### ARRIVAL AT SCHOOL AND DISMISSAL OF STUDENTS

1. Transportation is the responsibility of parents. If a carpool is used, that information needs to be in writing on file with the teacher before you leave the child. Calling mid-morning to change pickup plans doesn't give written notice needed for our files.
2. Enter through the door at the playground gate. We accept children in the classrooms at 8:25 and preferably no later than 8:40. Each child is to be walked into class by the responsible adult.
3. Each child must be signed in and out on the classroom attendance sheet daily. If the child is to be picked up by someone else in the afternoon, note that on the attendance sheet. Only persons listed on the child's approved list may pick up the child.
4. Check bulletin board and teacher notices before leaving each morning. Check these again at pickup time and as you gather the child's papers, coats, etc.