

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)

2023-2024

**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

EARLY 3's (2 ½-3 year olds)

LIL TOTS for toddlers (younger twos)

SUMMER CAMP experiences for children  
(ages 3 years through 2nd 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, or closures by DHEC/DSS.

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. You may also pay online or by credit/debit card in the office.

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

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.

#### MEDICAL EMERGENCY PROCEDURES

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).

#### 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.

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TRANSITION or EARLY 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 (**non-refundable after 2 weeks**)
  - c. Signed Financial agreement including tuition rates, a schedule for payment and late fee conditions
  - d. Signed Discipline Form

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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. 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 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. Children will also be accounted for on these rosters as they move about the facility.

### 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,

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### 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

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.

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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 your child for his day. After the school day, talk with your 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, goldfish, and pretzels. They must be prepackaged including the fruit. Snack time often provides us valuable teaching moments (hand washing, trash removal, reviewing skills such as letters and numbers and practicing songs).

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## 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

Discipline at SUMC Children's Center consists of redirection, time out, and as a last resort, contacting the parents. Students will be redirected three times and then placed in timeout for one minute for every year of age. We DO NOT use corporal punishment. If time out does not allow the student to exhibit appropriate behavior in the classroom, parents will be called. 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 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.

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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. Your child will be greeted at the front entrance by a staff member and you will sign them in on the class roster.
3. Pick up at dismissal will be at the front entrance. 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 email. Parents must add authorized adults to pick up list in person. 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 must sign students out on classroom sign in/out sheet and must provide ID or code word.