

# PROVIDENCE



child development center

**A part of  
Providence Presbyterian Church**

## **Parent Handbook 2023 - 2024**



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# **Providence Presbyterian Church Child Development Center Mission Statement**

The Providence Presbyterian Church Child Development Center is a community outreach ministry of Christian service through Providence Presbyterian Church. The Child Development Center or CDC mission is twofold:

The primary mission of the CDC is to nurture children emotionally, mentally, physically, socially, and spiritually to give Christ's blessings to them through our efforts. We will strive lovingly to teach through kindness and in a Christian manner so that we may help each child develop character and integrity.

Additionally, the CDC will strive to provide a Christian liaison to young families and to offer itself and Providence Presbyterian Church as a support group in Christ's family. The CDC will assist in fostering families' knowledge of the Presbyterian Church and fostering families' involvement in Providence Presbyterian Church activities in order to encourage participation and membership in Providence Presbyterian Church.

Providence Presbyterian Church will facilitate the operations of the CDC, as necessary, in order that the CDC may accomplish these goals. May we glorify God through our efforts and faith!

Adopted May 2000

## Purpose and Goals

The Providence Presbyterian Child Development Center is owned by Providence Presbyterian Church, a member of the Presbyterian Church - USA, a mainline denomination of 2.3 million members. The Center is managed by the CDC Ministry committee made up of members of the church, church pastor, an on-site director, and a parent liaison who is not a member of the church. As a part of Providence Church, the CDC is covered under the Church's Southern Mutual Church Liability Insurance Policy.

The Center provides quality childcare for children, from infancy through grade five. Our goal is to foster the development of each child in all areas of his/her life: socially, emotionally, physically, mentally, and spiritually.

## Parent Concerns

Parent concerns are important to us. Concerns can be expressed to the directors, pastor, board members, or the parent liaison. A current listing of the CDC Ministry Committee will be kept on our website.



# Development Program

## ***For Infants and Toddlers***

Infants: Eight-weeks or older and after first round of immunizations to 9/10 months.

Mobile Infants: 9/10 months to 14/15/16 months.

Toddlers: 14/15/16 months to 24 months.

Each class is designed to meet the individual needs of each child while providing for the group's needs and interests. We use the Creative Curriculum for Infants, Mobile Infants and Toddlers. The teachers provide varying activities and experiences for the children focusing on the senses, physical coordination, language development, self-help skills, and social skills.

## ***For 2's, 3's, and 4's***

We use the Wee-Learn curriculum for the 2s, 3s, 3s/4s and 4K classrooms. A classroom planned for learning helps the child to develop. Our classrooms invite the children to move around freely and learn by using multi-sensory activities. They learn to solve problems, get along with others, share, be a team player, and grow in confidence and self-respect. A child also learns through play. This is a child's natural way of learning. By using centers, the child is able to choose activities and have hands-on experiences. Equipment and supplies are readily available to the child. Children are also provided activities to promote independence and creativity.

Our daily schedule provides opportunities for both indoor and outdoor play. Activities for the day also alternate between active and quiet periods. The children participate in group activities such as story time, music, body movement, Bible lessons, finger plays, special projects, etc. Every child has a cubby so that they have their own special place at school. Each day our program includes activities that develop concepts in the areas of language, science, social studies, number concepts, physical education, health, art, music, and Christian values.

## ***After-School Program***

Our After-School Program serves children in Kindergarten through Grade 5. We pick up children from Riverbank Elementary and Saluda River Academy for the Arts. Our After-School Program consists of the following:

- During the school year, our program includes a snack, study time, indoor and outdoor activities.
- Special activities and crafts are planned on public school holidays including movies and field trips.
- During the summer, a day camp will include field trips, games, Vacation Bible School, singing, physical activity, crafts, cooking, and many other activities.



# Admission Requirements for Children

**The following requirements must be met before a child is admitted to the Center:**

Registration application and DSS form 2900 must be completed.

Payment of a yearly \$100.00 materials fee.

Copy of immunization record for all children enrolled in the center including after school children.

Parent Handbook must be read and understood.

Infants must be at least eight weeks old and must have received their first round of immunizations.

## Confidentiality Policy

PPCDC ensures families that confidential information about the child and family is protected, and we are HIPAA compliant. Confidential information is available to the SC Department of Social Services Child Care Licensing Division and the SC Department of Health and Environmental Control Immunization Compliance Division.

## Hours of Operation and Services

The Center is open from 7:00 a.m. to 6:00 p.m. weekdays, except:

- New Year’s Day (or preceding Friday or following Monday)
- Martin Luther King, Jr. Day (beginning in 2024)
- Good Friday
- Memorial Day
- July 4<sup>th</sup> (or preceding Friday or following Monday)
- Labor Day
- Thanksgiving Day and following Friday
- Two days at Christmas

In the event of a local emergency or inclement weather, we will follow any decision **Lexington School District Two** makes concerning start delays, early dismissals, and school closings.

# Food Policies

A hot lunch is provided each day. Menus are posted in the front hall, outside each classroom, and on our website. A snack is provided in the morning and in the afternoon. Infant formula/milk is warmed in a crock-pot and not in a microwave.

Children are allowed to bring their own food for personal consumption, provided it contains no peanuts and has not been exposed to peanuts in the manufacturing/packaging process. Cutoff time for arriving with breakfast is 8 a.m.

Due to potentially severe allergic reactions, children are not allowed to share food or bring food to give to other children. The ONLY exception to this will be fresh fruits or vegetables, if arrangements are made beforehand.

**Under no circumstances may any food item be brought to the center which contains peanuts or has potentially been exposed to peanuts in the manufacturing/packaging process.**





## Tuition and Fee Policies

A registration fee of \$100.00 is required when a child enrolls in the program. A materials fee of \$100.00 is due yearly on the anniversary of enrollment. This fee goes toward classroom supplies and equipment.

Weekly fees are due each Monday. A late fee of \$10.00 may be added to your account each week if a payment is late. Checks should be made payable to **PPCDC**. Please include your child's first and last name on the check.

Automatic draft is available. Please see the Director if interested. Should it become necessary to increase tuition, parents will be notified 30 days prior to the planned increase.

**A two-week notice is required in writing if it becomes necessary to withdraw your child from the program.**

An end-of-the-year receipt is given to each family for tax purposes.

A child enrolled in any program at Providence Presbyterian CDC is considered a permanent student. That status is maintained as long as the child continues attendance. A period of two weeks of unauthorized and/or unpaid absence will be interpreted as a withdrawal from the program. Reinstatement may be requested upon payment of any unpaid tuition. After four weeks of absence, a registration fee is required to reenroll. When a vacancy occurs, it is filled from the Center's waiting list. We do not hold spots open for the summertime if they can be filled.

The Center closes at 6:00 p.m. A late pick-up fee of \$10.00 may be charged if your child is at the Center after 6:00 p.m. This fee is added to your weekly statement.

## ***Returned Checks***

An automatic charge of \$30.00 will be made to your account for any returned check or ACH payment. In the event of repeated returned checks/payments, the CDC will only accept cash, cashier's checks, and/or money orders. Personal checks will **NOT** be accepted.

## ***Delinquent Accounts***

When tuition is delinquent by two weeks, communication between the director and parent will take place. If there is a financial problem, we will attempt to work with your family to set up a plan to keep your child in the program. You may be required to set up a Tuition Payment Plan to ensure that tuition is fully paid. If there is no communication between the family and the director, this will result in removal of child (ren) from the CDC and the account turned over to a collection agency.

## ***Vacation***

The Center is designed for a certain number of children; therefore, there is no deduction in tuition for daily absenteeism or scheduled holidays. After six months in the Center, a year-round child is eligible for a one-week vacation (child does not attend Center during vacation) with vacation credit covering the tuition for that week. This vacation time is to be taken in a consecutive day period (Monday through Friday) and cannot exceed one week per calendar year. To apply for Vacation, please use the Child Vacation Request Forms found in the CDC Office. Vacation credit is not given if an account is delinquent.

## ***Field Trips/Transportation***

During the school year, field trips are sometimes planned for the 4K class and the after-school class. The regular tuition does not cover field trips. We will notify you in advance of any cost associated with a field trip. Field trip fees will be included in your weekly statement. Children must use the bus seat belts and children less than forty pounds must have a 5-point restraint car seat to use on the bus.

## Provisions Concerning Illness

PPCDC uses the “SC DHEC School and Childcare Exclusion List,” for guidance when determining if a child should be sent home or excluded from attending PPCDC due to illness. Please familiarize yourself with the information in this handbook. If a child becomes ill while at school, he/she will be isolated in the classroom. It is essential to the health of all children that he/she be picked up as soon as possible. Please respond immediately if you receive a call that your child is ill.

### **COVID-19 Protocols**

PPCDC complies with the SC Department of Health & Environmental Control’s guidance.

### ***Questions to Consider When Your Child is Sick***

1. Does your child’s illness keep your child from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

*If the answer to any of these questions is “Yes,” please keep your child out of childcare. Remember your child is most comfortable at home when he/she is not well.*

## **When Not to Bring Your Child**

Do not bring your child if any of these exist:

- Flu with a fever of 100 with a cough and/or sore throat until fever free for 24 hours
- Flu-like illness (fever of 100 with a cough and/or sore throat) with no known cause. This may require a negative COVID-19 test or completion of COVID-19 exclusion before the child can return to childcare.
- Rash with fever or behavioral changes or is spreading quickly. A medical note is required for return to childcare.
- Fever, 100.4 degrees or above, occurring within past 24 hours.
- Vomiting 2 or more times within the past 24 hours.
- Diarrhea (loose, runny stools) three or more times in the past 24 hours.
- Untreated head lice.

## **Common Childhood Illnesses**

The following is a list of some common childhood illnesses and their contagious periods. Please do not bring your child to Providence during this time.

**Hand, Foot, and Mouth Disease** – Keep home while they have fever, above normal drooling, trouble swallowing, or are too sick to participate in normal activities.

**Strep Throat** - Must be on antibiotics and fever free for 24 hours.

**Ring Worm** – *Scalp*. Must be out until they have started treatment with a prescription oral antifungal medication. *Body*. Must be out until they have started treatment with a topical antifungal medication.

**Impetigo** - a child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing or can be covered completely with a watertight bandage.

## ***Medication Administration and Errors***

Teachers and directors administer medications only if they have written instructions signed by the parent and if the medication is in the original container. If there is an error in administering medication, the staff will report this to the parents in writing on the day the error occurred.

## ***Emergency Medical Procedures***

If there is a medical emergency involving a child, CDC Staff will immediately attempt to notify the parents. If warranted, 911 will be called and the child will be transported to the hospital designated by the parents, or to the appropriate medical facility as warranted by the child's condition. We will continue our attempts to reach you.

If parents or emergency contacts are not available, the child will be accompanied to the hospital by a teacher or director with appropriate records.

It is important that parents keep us informed of all changes in phone numbers and addresses.

## **Tracking Procedure**

Each class uses a daily tracking sheet with each child's name on the sheet. The time of arrival is noted, then each transition is tracked in real time for each child. Departure time is the last entry on the sheet. Tracking sheets are turned in to the Director at the end of the day.

# Outdoor Play Policy

**Childcare laws** state that children should go outdoors every day if the weather permits. Section 114-503 B

Children need physical activity and outdoor exposure each day. At Providence, most classes schedule playground time two or more times each day, weather permitting. Infants and Mobile Infants six months and older are taken on rides in the tandem stroller or the Bye-Bye Buggy when possible. The Toddlers and Twos have a dedicated, fenced playground with age-appropriate playground equipment. The Threes, Three-Fours, Four K and After School classes, share the large fenced in playground with two play structures, outside toys, and lots of space for active and imaginative play.

A child that is in attendance should be able to participate comfortably in all usual program activities, including outdoor play time. If a child is not well enough for outdoor activities following an illness, we ask that your child stay home until they can comfortably participate in outside play. PPCDC cannot provide additional indoor supervision for individual children.

Parents should dress children according to the weather. It is always a good idea to dress your child in several thin layers in case the weather changes. Each child should have a light jacket during warmer seasons and a coat during cooler seasons, as well as whatever else is appropriate for that particular season's weather. All clothing should be clearly labeled with your child's name.



# Parent Cooperation

As parents, you have entrusted the Providence Presbyterian Child Development Center with your child, and we will work to provide a loving, safe and nurturing atmosphere for him/her. To assist us in providing quality care, we request that you work with us in the ways outlined below.

## ***Arrivals, Departures and Release of Children***

Parents/Guardians always have free and full access to their children without prior notice, unless there is a court order limiting parental access. In the event of a court order, the Center will follow the court's instructions. The custodial parent will be contacted for any questions or concerns, or changes and/or access requests by the non-custodial parent. Children will not be released to the non-custodial parent in any manner not outlined in the court order, unless specifically instructed to by the custodial parent.

If a parent/guardian arrives to pick up a child and is believed to be intoxicated /impaired, the center will not release the child into that person's care. Every effort will be made to contact the next responsible party to come and accept turnover of the child, but if that person cannot be reached, or if the impaired parent becomes agitated or belligerent, local law enforcement will be called to assess the situation.

While the Center is open, all outside doors are locked. The CDC will issue 2 fobs to each family to gain access through the keyless entry at the front and side doors. A doorbell is available for persons without fobs.

Parents must walk their child to the classroom and leave him/her with a staff member. **DO NOT** leave your child in a room without ensuring a staff member knows they have arrived! Someone will always be there to receive your child. **Please do not drop off or pick up your child during naptime unless it is an emergency.**

On entry and departure, children will be checked in and out by teachers and parents on Procure. Children will be released only to those persons listed on the application form. Exceptions will be made only if a director has been notified in advance. Picture ID will be required of anyone unknown to the CDC staff. If your child is on the playground when you come, make sure the teacher knows your child is leaving. If your child is going to be late to the center, please call and let us know so that we can make sure that they are included in the lunch count.

### ***Absenteeism***

If your child is going to be absent, please notify the Center staff. Also, please inform the staff of any pre-planned absences.

### ***Clothing***

Every child needs at least one or two changes of clothing including underclothes, socks, and a pair of shoes in case of accidents. Extra clothing, such as sweaters, jackets, mittens, hats, etc. should be clearly marked with your child's name to prevent any mix-up in ownership. Please send coats and jackets in the fall, winter, and spring. Even if it warms up in the afternoon, it can be chilly in the morning. Children wearing diapers and pull-ups must have an adequate supply available at the CDC.

### ***Potty Training***

Our 2s class is our potty-training classroom. Expect more specific information about potty training when your child moves to the 2s class. Children must be potty trained to move on to our 3s class.

### ***Quiet Time***

All children except Infants, Mobile Infants, and After Schoolers are required to rest after lunch. Mats are used and are available through the CDC, with the cost added to your account. Blankets, pillows, and fitted covers are provided by parents. PPCDC strongly recommends the purchase of specially fitted covers for the mats since DSS does not allow worn or torn mats. All bedding is sent home on Fridays to be washed.



## ***Parent Involvement***

- Field Trips - Sometimes we need chaperones when we go on trips.
- Display papers and discuss the day.
- Volunteer for field day or in the classroom - Some of the special activities we do require an “extra set of hands”.

## ***Things from Home***

*Children should not bring any toys from home.* They may bring books or educational items to share with the teacher’s permission. The exception is for designated “Show & Tell” days. The center cannot be responsible for items brought from home. If you have questions about an item, consult your child’s teacher.



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## **Discipline Philosophy**

*Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, PPCDC uses a positive approach to discipline and practices the following discipline and behavior management techniques.*

## **WE DO**

- Communicate to children using positive statements.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Communicate with children on their level.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Help children think out problems and think of solutions.
- Provide alternatives and redirect children to acceptable activities.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

## **WE DO NOT**

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended, or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

## ***Behavior Expectations***

Children are expected to:

1. Listen to and follow directions
2. Get help or attention by asking
3. Rest without distracting others
4. Move quietly through the center
5. Take care of property
6. Interact without hurting or bullying others through words or actions

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, and after meeting with the parents and documenting behavior problems and interventions, the directors, in consultation with the PPCDC Ministry Committee, may terminate childcare services for that particular child.



## **Ages and Stages Assessments**

Quality Childcare starts with a loving, caring program that has a curriculum that makes sure children develop as they should and also has a way to check each child's progress. Providence Presbyterian Child Development Center uses the Ages and Stages Assessment Program that is administered by the teachers on a regular basis. If one of our teacher-administered assessments falls in the bottom quartile, we then ask our parents to administer the same assessment. If both assessments are consistent, we suggest our parents contact Baby Net or their pediatrician for further evaluation.



## **Employment**

Quality childcare begins with a strong faculty. PPCDC staff undergoes the following background checks: National FBI criminal history check (using fingerprints), National Crime Information Center (NCIC) National Sex Offender Registry, South Carolina in-state criminal history check (using fingerprints), in-state central registry for abuse and neglect, and in state sex offender registry. Out-of-state checks are also completed for every state (using the same checks listed above) that a childcare worker has resided in within the last five years.

Staff must also meet training requirements as specified by SCDSS.



## **Bad Weather, Disasters, Evacuation Plan**

In the event of bad weather, Providence Presbyterian Child Development Center follows the same start delays, early dismissals, and school closings as Lexington School District Two. For instance, if Lexington School District Two calls for a two-hour start delay, we will open at 9 am rather than 7 am. We will use Procare to let our families know about any schedule changes.

Also, If Lexington School District Two is not in session or there is an event that only affects our Child Development Center, we will attempt to contact all our families through Procare.

In the unlikely event that we need to move our children from the church site, our plan is to move to Our Savior Lutheran Church, 1500 Sunset Boulevard, West Columbia, SC 29169. We will contact our parents through Procare. Parents would pick up their children from this location.

## **Public Health Emergencies**

Providence Child Development Center will follow the recommendations and guidance from the Centers for Disease Control and the South Carolina Department of Health and Environmental Control concerning public health emergencies.



## Comments, Questions, Concerns?

Please share with the directors or teachers any ideas or suggestions that you think would enhance our program. If you prefer, you could write them on a sheet of paper and place it in the payment box in front of the CDC office. You may also contact the CDC Ministry Committee's Parent Liaison.

We continually strive to provide the best possible care for your child and family while at Providence Presbyterian Child Development Center. We thank you for entrusting your children to us.

