



## TABLE OF CONTENTS

<u>Page Number</u>	<u>Topic</u>
1	Simpsonville First Baptist Church Child Development Center Mission Statement
2	Child Development Center Leadership and Committee List
3	Preschool Objectives
4	Enrollment Policies and Registration
5	School Hours, Tuition and Fees, Vacation Policies and Late Fee Policy
6	Summer Holding Fee, Withdrawing From the CDC, Welcome Package and Inclement Weather Policy
7	Drop off and Pick up of Children
8	Health Policies and Administration of Medication
9	Records
10	Discipline Policy and Aggressive Behavior Policy
11	Potty training Policy, Field Trips and Clothing
12	Naptime, School Supplies, Birthdays and Class Parties
13	Accident Report Procedures, Safety, Evacuation of Building, Food and Snack and Allergies
14	Parent- Teacher Communications



# **SIMPSONVILLE FIRST BAPTIST CHURCH CHILD DEVELOPMENT CENTER**

## **Our Vision**

To love and follow Jesus fully,  
so that others are drawn to Him.

## **Our Values**

Prayer is our foundation.

We unite to experience God (Worship).

We support and encourage each other (Fellowship).

We are growing to be more Christ-like (Discipleship).

People matter to God and therefore matter to us.

(Ministry, Evangelism/Missions)



**CHILD DEVELOPMENT CENTER (CDC)  
LEADERSHIP / COMMITTEE**

CDC Leadership

Yvonne Farler, CDC Director - 228-0972

Rhonda Littleton, Minister of Preschool – 967-8591

CDC Committee

**License # 17753 issued by the Greenville County Department of Social Services  
Inspected and approved by the Greenville County Department of Health and  
Environmental Control and the Simpsonville Fire Department**



We welcome your child to our program and hope the learning experiences here will be happy, wholesome ones. We pledge to give your child the loving care and guidance that children need in their formative years. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experience is the close cooperation and understanding of parents and staff.

Our program has been planned for children ages two months through 5th grade with the goal of helping them in their mental, emotional, social, physical, and spiritual development. This handbook has been prepared so that you may know the policies and better understand the program. We look forward to this partnership in ministry with your family.

Please know we care about your family. That is why we provide this ministry. If you have any questions about this handbook or our church can offer support for you in any way with your child or your family, please call on us. If you would like information on any church activities, please ask in the CDC office.

In His Service,

Yvonne Farler  
Director  
yfarler@sfbcdc.org



## **PRESCHOOL OBJECTIVES**

### **SPIRITUAL**

- Children participate in a Chapel Service led by one of our pastors each Wednesday morning at 9:00AM. This service is offered for children in the two-year-olds through private K5.
- To help the child grow in his/her knowledge of God's love and care
- To know that Jesus is God's Son; to feel Jesus is his/her best friend; to know ways Jesus helped people; to want to be like Jesus
- To know stories and verses from the Bible
- To think of the church as a special place to learn about God

#### **SOCIAL**

- To promote respect for authority outside the home
- To promote kindness and consideration for others
- To encourage the ability to sit quietly in a group, and to be able to share experiences with others
- To help the child to be able to work alone
- To help the child to work with others and to cooperate in group activities

#### **PHYSICAL**

- Participate in a variety of motor activities
- Know and follow simple rules of safety

#### **GENERAL**

- To help the child in making decisions and carrying out his own ideas
- To instill a desire to take care of toys and equipment and to clean up after work or play.

#### **ACADEMIC**

- The foundation of our curriculum is the Wee Care Curriculum published by Lifeway Christian Resources and supplemented by the Abeka program.
- Provide a variety of experiences in the learning of concepts such as size, shape, color, sound, the senses, letters, numbers, time and measurement
- Expose the child to the wonder of God's creations: people, animals, plants and seasons
- Help the child learn about one's self, family, community, and world
- Stimulate creativity through using a variety of media in planned and free art work and crafts
- Help the child to enjoy and appreciate music through a wide variety of musical activities
- Children age two and up participate in a weekly musical program called Joyful Noise This music class is tailored around our curriculum here at SFBCDC
- Children age three and up participate in a weekly Science Class tailored around our curriculum here at SFBCDC

### **Goals For Five Year Old Kindergarten**

#### **Major goals**

- To help each child form a positive self –image.
- Success is the “key to learning.”

### **Phonics and reading**

- Recognition of name, sound, and picture of long and short vowels and consonants
- Sounding of blends, one-and two-vowel words, and words with special sounds
- Beginning phonics rules and special sounds
- Reading of sentences and stories from twelve books containing one – and two-vowel words and special sounds
- Recognition of sentences by capital letters and periods

### **Penmanship**

- Printing of all letters of the alphabet
- Printing first and last name correctly
- Copying letters, blends, words, and sentences

### **Math**

- Number recognition, counting, and writing 1-100
- Number concepts
- Numbers before and after 1-100
- Numbers largest and smallest 1-100
- Counting and writing by tens, fives and twos to 100
- Number sequence by one
- Value of coins and dollar bill
- Telling time
- Using the calendar
- Days of the week
- Addition facts through 10
- One-step story problems in addition
- Beginning subtraction

### **Social Studies and Science**

- Plants – God’s Plan for Seeds
- Animals – God’s Plan for animals and the Seashore
- Health and Human Biology – God’s Plan for Me
- Earth and Space – God’s Plan for Weather and Seasons
- Community Helpers
- Children of the world
- America – Our Great Country, Map Studies, Famous Places and People

### **Bible**

- To promote Christian growth through basic understanding of bible stories beginning with Old Testament through New Testament
- Memory verses
- Chapel – once a week



### **ENROLLMENT POLICIES**

- Children must be eight weeks old to attend.

- All children are required to have a South Carolina shot record on file when they start our program.
- Children must be toilet trained before entering a three-year-old class. No pull-ups are allowed. If they are currently enrolled in the CDC and not potty trained by the promotion date for summer, they may stay in the two-year-old room through the summer. If they are still not trained by the time school starts back, we will no longer be able to keep them in our facility.
- Children are expected to participate in all aspects of the program offered.
- We do not exclude any child from enrollment because of race, color, religion, national origin or ancestry.

**Children age two through five must be the age of the class for which they are registering by September 1st. This policy follows the Greenville County Schools age requirement criteria.**

### **REGISTRATION**

Registration takes place the first two weeks in February for those currently enrolled. Church members may register the next two weeks. Open enrollment begins the first working day in March.

Classes are filled on a first come basis. Any slots not filled by reenrollment or church members will be open to new students who are not currently enrolled in the CDC. Once open enrollment is filled we will immediately start a waiting list. Openings during the year will be filled from the waiting list. Preference is given to siblings of enrolled children and church members.

Private K5 and open enrollment are determined by a drawing. You may call the CDC office in January to get the exact date of when the drawing will occur. The rules for this enrollment are:

- Drawing starts at 6:00 PM and you must be present to enroll
- All names of those present will be placed in a box
- Names will be drawn and placed on the class roll
- The registration fee is due annually at the time of enrollment
- After the class is filled the names will go on the waiting list

Many factors are considered in making class assignments. Special requests for placement may be considered. The CDC Director reserves the right to make the final assignment decision.



### **SCHOOL HOURS & SCHEDULE**

Daycare for full time students: 7:00 AM – 6:00 PM Monday through Friday  
 Preschool runs from the end of August to the end of May: 8:30 AM – 12:00 PM

Private K-5 runs from the end of August to the end of May: 8:30 AM – 2:00 PM  
The Preschool Program follows the Greenville County School Calendar of holidays.

### **TUITION AND FEES**

A non-refundable registration fee is required each year at the time of enrollment to reserve a place for your child. Tuition payments are due even when a child is absent due to illness or family events.

Checks are preferable and should be made payable to Simpsonville First Baptist Child Development Center or the abbreviation of SFBCDC. You may place your tuition checks in the payment slot outside the CDC office. It is also acceptable to set up an automatic payment thru your bank. When paying cash, you must pay someone at the CDC office and you will be issued a receipt for your payment. **Please do not leave cash payments in the lock box.** Tuition receipts for tax purposes will be available by the end of February. If you need a monthly statement, stop by the CDC office and we will add you to our monthly statement list. Please do not leave payments in book bags or folders. Teachers are not allowed to receive tuition payments.

### **LATE FEE POLICY**

All tuition for full time students is due weekly no later than Friday at 6:00 PM. If tuition is not received by Friday at 6:00 PM, a \$5 late fee per child will be charged. The same late fee amount is also charged for Preschool monthly tuition if not received by the 10<sup>th</sup> of the month. Post dated checks will not be accepted in lieu of a late fee.

These are the steps we follow when your account is late;

Should a problem occur in meeting the tuition fee, please share this with either the CDC Director or the bookkeeper in the office and we will make every effort to work with you.

- 1<sup>st</sup> week late we will e-mail a late statement
- 2<sup>nd</sup> week late we will e-mail a late statement and mail one to your home
- 3<sup>rd</sup> week late we will do the above and call your home
- 4<sup>th</sup> week late we will do the above and call you at work

### **VACATION POLICIES**

If your child is absent for a whole week (Monday through Friday), and we are given at least one week's notice in writing, then you may take a vacation week. When you take a vacation week, you are only responsible for paying one-half of your normal weekly rate. **You are entitled to take two vacation weeks in one calendar year (January through December). Exceptions may be considered with the Directors approval. Vacation weeks are only for full-time children.** Vacation slip forms are available by the payment box.



### **SUMMER HOLDING FEE**

There will be a \$130 holding fee for children enrolled in the Full Day Care Program or Afterschool Program who desire to drop out for the summer, but wish to keep their full time slot in the fall. This fee is due in the office by the end of May along with a note as to the child's last day and the day they will be returning. For this holding fee, you will receive five free days of

childcare during the summer months. Please call a week ahead to plan their drop in day. You have until three weeks before preschool starts to use the free five days.

### WITHDRAWING FROM THE CDC

**In all cases of withdrawing a child from the CDC, two weeks written notice shall be required. Tuition is required for the two weeks if proper notice is not given.**

### WELCOME PACKAGE

Each family will receive a welcome package each year during Open House, which includes the following;

- A complete Preschool / Daycare calendar which is also located on the CDC website at [www.sfbcdc.org](http://www.sfbcdc.org)
- A registration and tuition fee schedule which is also located on the CDC website at [www.sfbcdc.org](http://www.sfbcdc.org)
- Brochures about Simpsonville First Baptist Church
- Tips for a successful first day

### INCLEMENT WEATHER POLICY

In the event of inclement weather, the **Preschool** follows the same instructions as given by the Greenville County Schools. If public school is closed or they are on a two hour delay, then our **Preschool** will also be closed. If possible, your child's teacher will call if there is an unusual circumstance.

The decision on whether or not to close the **Full Day Care Program** will be decided after careful examination of local weather and road conditions. Delayed opening announcements and closings of the **Full Day Care Program** will be announced on your local TV and Radio networks. If we have phone service you may call the office for recorded instructions.

**Private K5 program:** If Greenville County is on a two hour delay then this class starts at 10:30 AM. If Greenville County is closed then so is our private K5 program. If Greenville County Schools are dismissed early due to inclement weather, we will pick up CDC bus riders from school as long as road conditions are safe. If we are unable to pick-up your child from school we will call the parents. If the weather is bad in our area, the CDC will make the decision on closing early. We will call every parent to notify them of our closing time.



### DROP OFF AND PICK UP OF CHILDREN

A reliable person must drop off and pick up your child each day. Your child will be sent home only with persons known by the staff who are authorized to pick up the child. This is unless you give us permission in writing or over the phone for someone else to do this. Also, these persons must be named in the section for Authorized Emergency Pick Up on your child's registration form. They must also show a picture ID in the office in order to pick up your child. Please

select an emergency contact that will be able to pick up your child in case you cannot be reached in the event of an emergency. We always attempt to contact the designated parent first, before using the emergency contact person.

A late pick-up charge will be administered when a child is left beyond dismissal times of 12:15 PM for nursery school and 6:00 PM for day care. The tardy fee is \$1.00 for each minute that the teachers are left waiting with your children. This late fee will be added to your weekly tuition. Should circumstances occur that will prevent you from being on time to pick-up your child, call the CDC office at 228-0972 so we will be aware of this.

Children who attend the **Full Day Care Program** may arrive at the CDC any time after 7:00 AM. Pick up is at 6:00 PM. Please do not bring your child between 12:15 PM and 2:00 PM during naptime.

The **Preschool Program** begins at 8:30 AM and we encourage all children to arrive between 8:20 AM and 8:30 AM each morning for class. Please have your child here on time for Preschool. Our teachers have a full morning scheduled and we do not want your child to miss anything. The teachers do not always have time to go back and do a special activity with your child if they come in late. If you are running late, please call and let us know. You will pick up your child in the car line located at the covered area near the Chapel located off Church Street. We will provide a name card for each car. Please hang these visibly from your rearview mirror on a skirt hanger. Your child will be escorted to your car and assisted with entry and seatbelt.

If we are unable to use the pick up area, we will post signs on the classroom door in the morning to let you know of pick up in the room. In the event we are unable to notify you that morning we will make phone calls. If you have small children in the car and are unable to come in then you may call the office when you arrive and we will bring the child out to you.

The private K5 class only will dismiss from outside their classroom door at 2:00 PM.

For your child's safety, the only unlocked doors are those by the CDC office. You may exit any of the doors in the building. The teachers are not allowed to open any other doors to let you inside. We would appreciate the help of the parents in not opening the locked doors for anyone. Please enter only through the doors located by the CDC office.



## HEALTH POLICIES

**To safeguard the health of all students, the CDC can only accept well children.** The CDC is not equipped or staffed to provide care for sick children. Cooperation of parents in helping prevent the spread of communicable diseases is expected in order to protect the health and safety of our students. Parents should keep their children home, if they are not well. If you have questions about bringing your child or not please call us.

- *Please do not bring your child to daycare if they have had a fever the night before, and you have administered Tylenol or Motrin. Our experience has shown that children are still contagious and will develop a fever once the medication has worn off.*
- *Any child sent home due to illness, must remain at home for 24 hours after their symptoms have gone away.*

If your child becomes ill at the CDC, you will be notified to come and pick up your child. When a parent cannot be reached, we will call your designated emergency contact. **Your child should not return to the CDC until he/she has been free from these symptoms for 24 hours from the time picked up, without the assistance of over the counter medicines such as Tylenol or Motrin.** If your child develops a contagious illness or will not attend the CDC because of illness, please let us know.

### ADMINISTRATION OF MEDICATION

State daycare laws require:

- Medication or special medication procedures shall be administered to a child only when there is a *written, signed and dated request from the parents or guardians. All classrooms and the office have these forms available for you.*
- Prescription drugs and other medications required by the children must be in the original containers and clearly labeled with the child's name and dosage schedule and shall include written directions for administering the medication.
- Non-prescription medication may be administered to a child if the dosage schedule is specified in writing by the parent or guardian.
- The time and dosage of all medication administered to children will be recorded by the staff with a copy provided to the child's parent or guardian.
- **We do not administer medication on an as needed basis.**
- We do not administer fever reducing medicine unless we have a doctor's note.
- No medication will be given past the expiration date.

Medication forms need to be filled out on a daily basis and placed either on the appropriate bulletin board outside your child's room or in your child's teacher's possession. We cannot legally administer medication without these forms. Measuring cups will be provided by the CDC for the administration of medicine. Our cups are disposable and are used once and then discarded.



### RECORDS

State daycare laws require the following of each child:

- A signed statement of the child's health prior to admission to the facility (DSS Form 2900).
- A copy of the immunization record signed by a physician or health care official for each preschool child. The written verification shall indicate that required immunizations are complete as recommended and routinely provided by the

South Carolina Department of Health and Environmental Control for all infants and children, or that the appropriate official has provided written proof that the child meets either medical or religious exemption requirements.

- **We are unable to accept the pink, personal immunization cards which most parents are given as proof of shots. Instead, we must ask for an immunization sheet provided solely for daycare by DHEC.**
- These forms need to be updated each time your child has an immunization.
- The CDC will keep records of attendance, accident reports, behavior notes, progress reports and payments for each child.
- Current information on home and work numbers for both parents and emergency contact information.
- All students' records will be stored in such a way to maintain confidentiality for both the children and their parents. The files will be made available for review on site to DSS.



## **POSITIVE DISCIPLINE POLICY**

Discipline can be a positive experience for a child to help them learn self-control. Discipline is to teach children how to live usefully and happily with themselves and others. Our staff practices the following disciplinary techniques:

- Corporal punishment or humiliating or frightening techniques are never used.
- Discipline is never associated with food or rest.

- Biting policy - Because biting is such a dangerous offense due to germs and the possible spread of disease, we do have to respond to this behavior. Each incident will be dealt with on an individual basis. We do recognize biting can be a typical developmental trait in older infants and toddlers.
- Disciplinary problems are prevented or lessened by having consistent discipline policies in both the home and at the CDC
- Not expecting more than the child is able to do
- Giving recognition for achievement
- Timely, unobtrusive interference before a crisis develops
- Time out may be used whenever a child needs to be separated from a situation. A child will be asked to stay in the chair until he/she can sit quietly for a few minutes- one minute for each year of their age.
- Privileges such as outside play may be revoked.

### **AGGRESSIVE BEHAVIOR POLICY**

If a child exhibits continued aggressive behavior such as biting, scratching, hitting, kicking, etc., the parent(s) will be notified. At the discretion of the Director, the parent(s) may be called to administer discipline as they see fit depending on the age of the child and the severity of the incident (discipline within center guidelines. Under certain circumstances you may be called to come pick your child up, because of aggressive behavior. The teachers will document any aggressive behavior. Parents will be notified if a conference is needed with a teacher and the Director.

The CDC reserves the right to dismiss any child, if after entering, he/she is unable to participate in all aspects of the program, the parent or guardian does not abide by the policies and procedures, or if fees have not been paid.



### **POTTY TRAINING POLICY**

Children must be completely potty trained (no pull-ups) before entering our three-year-old classes. We do allow a grace period at the beginning of the year to allow for occasional accidents. We will work with you and your child to get them trained before the class promotion in June. However, if your child is not ready by June, he/she can stay in the two-year-old classroom until mid-August to work on their training. If the child is not fully trained by the first full day of preschool, then they will lose their spot in the CDC. Due to the classroom set up and staffing ratios we do not start potty training until the children are in the two-year-old class.

## FIELD TRIPS

Students who are ages three and up will occasionally take field trips to enrich their learning activities. You will be notified in advance of trip itineraries and the need for chaperones. Due to limited space on field trips please make other arrangements for siblings. When you go as a chaperone, you will be asked to drive your own child to increase space on the bus. Please complete the permission slip included in your child's registration papers. In the event that you do not want your child to attend a particular field trip, please notify your teacher in writing. Please be advised that we will be unable to provide care for that day if your child does not participate.

We will charge a field trip fee at the beginning of each school year to cover all trips for that year. You will receive information about class field trips at Open House in August.

## CLOTHING

Please provide a daily supply of disposable diapers and wet wipes along with a complete change of clothing (including socks) for infants, creepers, toddlers, and two-year-olds. All children age three and up should bring a change of clothing to the CDC in his/her bag marked with the child's name. We will make every effort to quickly rinse out your child's soiled clothing. **Please mark all children's clothing with his/her names.** Otherwise, it is difficult to return clothing to the right child.

All clothing should be comfortable and washable. Clothing should also be appropriate for playing outside. Please make sure that tights are worn with dresses and not alone as pants. Please do not dress your child in belts, buttons, buckles, zippers, or suspenders that he/she cannot manage easily and quickly. Every child must wear shoes if they are walking. Flip-flops and shoes with no straps on the back are hard to keep on therefore we request that children not wear them. Clothing such as coats, hats, boots, sweaters, and gloves should also be clearly marked with the child's name. Please wear coats when the weather becomes cold and leave these at school with your child to use at recess. Our teachers take the children outside for recess at least fifteen minutes daily, even during cold winter months.



## NAPTIME

Every full time class from Creepers through four-year-olds has a scheduled naptime. The nap time varies from 1 hour to 1.5 hour. The children do not all go to sleep but are asked to lay quietly on their mats so their friends that need a nap can rest. The Creepers are still in cribs and we provide their bedding needs. The Toddler through four-year-olds who are enrolled full time will need to bring a standard, rectangular, one inch thick plastic folding rest mat with a removable, washable cover. (A king size pillow case works well). Your child will also need just one thin light weight blanket. We will wash these items weekly at the CDC. All the items should be clearly labeled with the child's name. Due to limited space, we ask that you do not bring more than one blanket and no pillows.

## SCHOOL SUPPLIES

We ask that all children two years old and up bring a book bag without wheels to carry home their daily papers or art work. Please check this bag daily for notes. It is difficult for some preschoolers to snap, zip, or lace a backpack, so please consider this when purchasing your child's school bag. The bag needs to be large enough to hold an 8x12 folder. The private K5 will have a list sent home before school starts with the items they will need.

## BIRTHDAYS

Each child's birthday may be celebrated during the preschool year. A birthday treat such as cupcakes, cake, or cookies may be brought in on the child's special day. This will be served as morning snack. Birthdays will be observed on the day nearest your child's birthday. Please contact your child's teacher to make arrangements for when you will bring a snack. Arrangements for those with summer birthdays can be made on an individual basis. We suggest that you provide a snack only and not a party favor. We do not allow school parties. **Outside birthday party invitations must go through the mail.** If you need an address list for Toddler through private K5, please see the office.

## CLASS PARTIES

Each mother/father is invited to assist with one of the class parties. We appreciate enjoyable, low-sugar snacks. We will observe fall, Christmas, Valentine's Day, Easter, and the last day of school. Simple planned games and a small favor help to make it a special occasion. A sign-up sheet will be available in the classroom a few weeks prior to all parties.



## ACCIDENT REPORT PROCEDURES

It is the policy of the CDC to report any injury no matter how minor. If it is anything requiring stitches or immediate medical care, we call the parents. Even if the need is questionable, we will call the parents to let them make that decision. Our procedure is:

- We take care of the child's immediate medical need, and then we call the parent and inform them of the incident and let them decide whether or not they need to come examine the child.
- We fill out an Accident Report Form. One copy goes home with the child and one is kept in the office.

## SAFETY

The CDC has a secondary insurance that will pay AFTER your personal insurance pays. You must file with your primary insurance initially. Our staff takes precautions for your child's safety.

### **EVACUATION OF BUILDING**

In the event of a fire or tornado, we will move the children as quickly as possible to designated areas using the fire and tornado evacuation plans posted in each classroom. In the event we have a lock down, we will walk through the building and bring all children inside from the playgrounds and gym. Classes stay in their rooms until parents come to pick them up. The church office is notified if we ever have an occurrence of any of the above. If we need to evacuate the campus completely, we will go to the church office located across the street at 3 Hedge St. Parents will be notified if we have to leave the campus.

### **FOOD & SNACK TIME**

**Please have children eat breakfast before they enter the CDC in the mornings.** Students are not allowed to bring food. **By the time your child enters the Creeper class; all food is provided by the CDC. If your child has a documented food allergy, you may provide substitutes when necessary.** All children attending the morning program will be given a morning snack. If age appropriate, each child is responsible for cleaning up and throwing away his/her cup and napkin and pushing in his/her chair when finished. Children attending the full day care program are served lunch and an afternoon snack as well. As children in the Infant B classroom become ready, we will introduce table foods to help prepare them for the Creeper classroom. This will be done with close communication between the teachers and the parents. Monthly menus are outside the office and posted on the CDC website at [www.sfbcdc.org](http://www.sfbcdc.org)



### **ALLERGIES**

Please notify the CDC of any food or medicine allergies by filling in the allergy section on your child's registration form. All food allergies must be documented by a doctor. Our teachers will make substitutions at snack and lunch. Due to the growing number of allergies to peanuts and peanut butter we are a **peanut-free CDC**.

### **PARENT-TEACHER COMMUNICATION**

Our staff makes every effort to communicate with parents about his/her student. If you are unable to see your child's teacher, please feel free to communicate through the CDC office about his/her progress. We will happily ask your teacher to call you during the day with any questions or concerns.

A monthly newsletter will be sent home each month describing future school activities and planned trips. You will also find the newsletter posted monthly on the CDC website at [www.sfbcdc.org](http://www.sfbcdc.org). Please check your child's book bag and/or folder daily. Teachers will discuss a progress report with parents of the two, three, and four-year-old children during conferences in January and May. Kindergarten students will receive a report of their progress with their first report card during a conference in the fall. Other conferences may be scheduled as needed.

**Please check the CDC information board in the lobby for any reminders about upcoming events.**