

**White Oak Baptist
Weekday Early Education**

CHILD DEVELOPMENT CENTER
Parents' Guide



**A Ministry of
White Oak Baptist Church
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The Child Development Center Program

This program was created and is maintained by White Oak Baptist Church for the following purposes:

- ✓ To follow the words of the Lord Jesus Christ found in Matthew 18:5 and 19:14.
- ✓ To express loving interest in the families of our community.
- ✓ To provide parents with regular blocks of time to meet personal and family needs.
- ✓ To provide families with quality childcare.
- ✓ To provide opportunities for infants and preschoolers to enjoy happy learning experiences in a Christian atmosphere.

The program is registered with the South Carolina Department of Social Services and is operated with its regulations in conjunction with DHEC and other cooperating agencies.

Our workers are all Christians. They are trained yearly in continuing education classes as required by DSS. In addition, they have experience helping children grow spiritually, emotionally, mentally, and physically. They specialize in seeing each child as a unique individual and in tailoring the program to meet individual needs.



Words from the Leadership

Jesus said, "Let the little children come to Me." (Matthew 19:14a) He was saying that little children are created in His image; do everything you can to confront them with His character and His claim on their lives.

When leading little children, we as parents and educators have a great responsibility to let them see Christ's character in us and to creatively teach them that character, "the express image of God's person..." (Hebrews 1:3) At White Oak Baptist Church, the Kindergarten and Child Development Center ministry seeks to do just that. We are also here to help you parent your child. The Lord Jesus said that "whoever receives one little child like this in My name receives Me." (Matthew 18:5) The word "receive" in the original language means "to train up in the ways of the Lord."

Our prayer is that the Spirit of Christ Jesus and His character might permeate our education ministry and your parenting and that together we will see your children following their Creator in gratefulness for the gift of eternal life in heaven.

Jim Robinson
Pastor

"Lo, children are a heritage of the Lord." (Psalm 127:3a) Thank you for sharing your most precious gift with us. We do not take this trust lightly. We are in a very close relationship created by our mutual interest in and concern for your child. Please communicate to me your questions and concerns about the program, your child's development, or any issue that affects your family's well-being.

Nell Cooper
Director of Weekday Education

Who may enroll in the program?

The program is for any child regardless of race, ethnic or national origin, or parents' church membership—infants and toddlers age 6 weeks to age 3—as long as there is space available and as long as we can meet the needs of the child. The number of children is regulated by the SC Department of Social Services.

Note: In order to be enrolled in our kindergarten program which follows, a child must be 3 years old by September 1st of the current enrollment year and must be completely toilet trained. A new application form and a fee of \$75 are also required.

How do I enroll my child in the program?

In order for your child to be enrolled in the Child Development Center program, the following documents are required to be complete:

Prenatal enrollment:

- ✓ An application form*
- ✓ A DSS health and information form*
- ✓ A signed discipline policy statement
- ✓ A signed permission to photograph form
- ✓ A signed handbook form
- ✓ A signed payment policy statement

Other enrollments:

- ✓ All the documents listed above
- ✓ An up-to-date original SC immunization form [obtainable from County Health Dept. or physician]*
- ✓ An official birth certificate*
- ✓ Custody or guardianship papers if applicable*

**These documents must be up-dated and the other documents supplied before the child's first day of attendance.*

Is there a waiting list for enrollment?

There is no waiting list. We enroll for the next available space on a first-come, first-served basis. All paperwork and the registration fee must be received before your child is considered enrolled.

May I change or cancel the days my child attends?

Enrollment/reservation is a guarantee that your child has a place each week as long as the payments are kept current. You must pay whether or not your child is in attendance in order to hold the enrollment/reservation.

Reservations for extra days are made on an "as available" basis by consulting the director. **There is no substitution of days. You may not change the days your child attends without consulting the director. There is no guarantee that such requests can be granted.** You must pay for all days when your child is enrolled/reserved.

Three-day care is only available on Mon.-Wed.-Fri. Two-day care is only available on Tu.-Thu.

"Vacation weeks" are not granted, however weeks with days when we are closed one or more days for holidays are pro-rated for those whose children would normally be in attendance on the days we are closed for holidays. *[For example, if your child is enrolled for M-W-F or M thru F, you will be charged 2/3 or 4/5 of the usual rate for the week that we are off for Memorial Day Observation. If your child is enrolled for Tues./Thurs., you will pay the usual amount that week.]*

How do I withdraw my child from the program?

We request that you give us two weeks notice of intention to withdraw. Withdrawal is accomplished by speaking to the director. Your child is considered enrolled until you make such notification and you will be billed accordingly. *If your child is absent from the program for 10 days without notice, he/she is automatically considered to be withdrawn.*

Once your child is withdrawn, his/her spot will be filled. You must re-register and pay a new registration fee to reenter the program. Re-entry is on a space-available basis. If you reduce the number of days your child attends, you are not guaranteed a return to the number of days you had before. The days you drop will have been filled.

What fees will I be charged?

There is a \$75 non-refundable registration fee for each child. It is due at the time that application is made.

The fees for care are as follows:

5 days [Mon. through Fri.] =	\$125 per week [2 nd child in the same immediate family \$120]
3 days [Mon./Wed./Fri. only] =	\$ 85 per week [2 nd child in the same immediate family \$80]
2 days [Tues./Thurs. only] =	\$ 65 per week [2 nd child in the same immediate family \$60]

Availability for any of these programs is not guaranteed. This will be discussed with the director at the time of your inquiry. ***The reduction in fees for each additional child in the same immediate family does not apply to registration fees.***

Note: You will be expected to pay \$1 for each minute of overtime after 5:30 p.m. This time will be determined by the time clock in the toddler room which automatically adjusts time according to national standards. It will not be determined by your cell phone, watch, or other means.

Do I get a "vacation" week each year?

We do not give vacation weeks. Instead we pro-rate payment for the weeks when the center is scheduled to be closed for holidays. In the event of a weather closing or other unforeseen event beyond our control, we do not pro-rate payment.

How will I pay?

You will ***pre-pay*** in full on the first day of the week that your child is in attendance. Please come prepared to pay when you leave your child. Place your check in the container provided for this purpose in each room.

We do not accept post-dated checks.

If paying with cash, please present payment to a staff member and wait for a receipt. Do not place cash in the container. We do not give receipts for checks unless you need one for reimbursement purposes. Your weekly payment is indicated on the sign-in sheet in each room. If you have a question about the amount stated, please consult the director.

You will be automatically provided with a statement for tax purposes after the first of the calendar year.

You will be charged \$25 for each check that is returned for insufficient funds. You must pay the full amount of the check plus this fee in cash, money order, or certified check before your child can continue in day care.

Is my child insured?

White Oak Baptist Church and its staff and White Oak Baptist Child Development Center and its staff are in no way responsible for medical expenses resulting from illness or injuries that occur while a child is in our care. An independent insurance company underwrites for us an accident policy that is in effect during the time your child is in attendance in the program. It does not cover injuries that occur on the church property before or after the child is signed into the program or injuries that occur previous to arriving or leaving the property. The cost of the insurance is included in your registration fee.

When does the CDC operate?

The hours are 7:30-5:30 p.m. Monday through Friday. Exceptions include, but are not limited to, the following:

April 22, 2011 "Good" Friday
May 30, 2011 Memorial Day observance
July 4, 2011 Independence Day

Sept. 5, 2011 Labor Day
Nov. 24-25, 2011 Thanksgiving Holidays
Dec. 23 & 26, 2011 Christmas Holidays

We will also be closed for inclement weather and such other conditions as potentially affect the safety and health of our clients and staff.

How do I know if the CDC is closed for inclement weather or other conditions?

Watch WYFF television [Channel 4] or listen to WMUU [94.5 FM] for announcements of closings. You may also call the director at 834-2618 or 350-1668. **If Greenville County Schools are closed all day for inclement weather, we will be closed. If they open late, we will open at the same time that they open.**

If inclement weather should occur during the hours of center operation and we make a decision to close, it will be announced on WYFF and WMUU. We will also attempt to contact you. You may call the center number 268-4317 or the director's number 350-1668 to determine our status. *Note: no reduction in fees is made for weather closings.*

Is sick care available?

The program is for healthy children only. We do not have the facilities or licensing to care for sick children. No child with communicable disease, parasite, or condition—with or without symptoms—is to be present. Please see the exclusion list included in this handbook for a list of diseases, parasites, and conditions which prevent attendance. If your child is determined to have any of these diseases, parasites, or conditions, you will be called to come and pick him/her up immediately.

Please note the diseases, conditions, and parasites for which a doctor's note is required for return to the center. In the case of skin irritations such as poison oak, ivy, or sumac, the child may be in attendance as long as the area is covered in such a way that no worker or child will be exposed.

Will the staff administer medications to my child?

We will administer currently dated prescription medication if it is in the original container with the child's name and the dosage clearly stated. We will not deviate from the stated dosage. This includes topical medications. You must provide the correct implement for administering the medication. You must give written permission to medicate on the form provided each day that the medication is to be given. It is up to you to pick up the medication at the end of the day.

Non-prescription medications such as diaper creams, pain and fever relievers, etc. will be administered only if you have signed a permission to medicate form. They will be administered only according to age-appropriate package directions.



What supplies will I need to bring for my child?

Infants

Bibs and bedding are provided and laundered [in dye-free, scent-free detergent]. You may, if you like, provide your own bedding, but you will be responsible for laundering and bringing back clean bedding at least once a week. Wipes are provided.

You are responsible for:

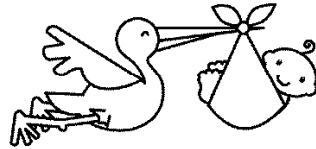
- ✓ Formula and food
- ✓ Bottles, sipper cup[s], spoon[s]*
- ✓ Disposable diapers [at least a week's supply]
- ✓ 2 complete changes of clothing **NOTE: *Pants must be elastic pull-on only--no zippers, buttons, or snaps [except for complete crotch-closing snaps]; shirts must be pull-on***

**You must bring the number of bottles your child will use during the day. We are not allowed to rinse out and reuse bottles. Take them home and wash them daily in soap and hot water. We will not re-use bottle liners.*

Your child's outer clothing and other items are stored in a cubby basket.

Please do not leave diaper bags at the center.

We also cannot accommodate car seats.



Children Ages 14/15 months-3 years

Bibs, wipes, and sleeping mats are provided.

You are responsible for:

- ✓ A well-balanced lunch in a lunch box.
- ✓ A morning and an afternoon snack in the lunch box
- ✓ At least one week's supply of diapers or pull-ups for those who are not completely toilet trained
Note: *pull-ups must be the kind that may be opened on the sides.*
- ✓ A complete change of clothing [including socks] placed in a 2-gal. zipper bag **NOTE: *pants must be elastic pull-on--no zippers, buttons, or snaps. Children in the toddlers and twos room may not wear "One-sies."***
- ✓ Season-appropriate outer clothing for playing outdoors.
- ✓ 2 standard-size pillow cases to cover the sleeping mat.

Please note the following lunch/snack policies which are in accordance with DSS and DHEC regulations.

- ❖ All items that you intend your child to eat for lunch or snacks [with the exception of drinks] are to be contained in the lunch box. *Do not place lunch or snack items in the cubbies.* No items except drinks are to be placed in the refrigerator. Please use cool packs for items that need to be kept cool. *Do not send frozen meals.* Do not send meals that must be assembled.
- ❖ Furnish a napkin or paper towel and a disposable spoon [if necessary] in the lunch box each day.
- ❖ ***We will not prepare or serve restaurant food or restaurant leftovers-this includes kid's meals.***

- ❖ Place snack item(s) in a zipper bag labeled with a.m. or p.m. snack and the child's name. Do not expect staff to differentiate lunch and snack items. Snack items are to require no preparation before serving.
- ❖ Cut items into bite-size pieces.
- ❖ Do not send hotdogs or Vienna sausages, grapes, grape tomatoes, nuts, popcorn, marshmallows or any other foods that may cause choking.
- ❖ Do not send sodas or carbonated beverages. Boxed drinks are fine. Do not send pouch drinks such as Capri Sun.
- ❖ Bring a sipper cup for each kind of beverage you wish your child to have during the day. We are not allowed to rinse out a cup and use it for a different kind of beverage. Take the cups home and wash them each day.
- ❖ Send only foods that your child will eat by himself/herself after they have been presented. Send only the amounts that your child may reasonably be expected to eat. Lunch with us is not a good time to introduce new foods.
- ❖ If you bring your child later than our lunch time, make sure that he/she has been fed before arrival. Our lunch time is 11:30 a.m.

Note: Breakfast is not provided. You may, if you like, bring your child's breakfast of finger foods. You are expected to lay it all out and get the child started before you leave. The staff does not prepare or feed breakfast

What should my child wear?

Your child should wear comfortable, durable, modest play clothes appropriate to the season. After he/she is walking, shoes must have a front and back or straps that hold them in place [no slides, flip-flops, clogs, "crocs," etc.] Shoes should permit free movement [no boots, built-up heels, platform soles, etc. ***Jeans or pants that have to be buttoned, snapped, and/or zipped [except for button-crotch infant clothing] should not be worn.***

Pull-on pants are required for all children in the center. Children who are toilet-training should wear pants that they can independently pull up or down without fastening or unfastening.

Note: In keeping with our Christian philosophy, no apparel with Simpsons, Rug Rats, etc. who model disrespect for God and parents should be worn. Also, no apparel with grotesque, frightening, or immodest depictions should be worn.

May my child bring his/her own toys?

Your child may not bring his/her own toys, blankets, etc. We cannot keep them from other children and there are attendant health and possession issues.

What will my child be doing?

Children ages 6 weeks to 15 months will be cared for much as you would at home. Please provide your child's feeding and napping schedule to the staff and up-date it as needed. Children in the infant room will be stimulated with age-appropriate play, rhymes and songs, and conversation.

Older children will be engaged in a structured day with times for supervised indoor and outdoor play, stories, games, and activities that encourage large and small motor and language development.

When it is determined that they are ready—able and willing to sit still and give attention for appropriate lengths of time, able and willing to follow directions, able to manipulate materials, etc.—children ages 2 and older enter a K2 program with an age-appropriate Christian curriculum for the greater part of the morning. All two-year-olds are not ready at the same time, so readiness will be carefully determined observation and informal evaluation by staff and director. Before and after their school time, children in the K2 program practice their skills, play with center materials and age-appropriate toys, sing and move to music, and [under supervision] use school tools such as Play-Doh, paints, crayons, etc.

Is my child automatically registered for K3?

You must make application to the K3 program when registration opens in late-winter for the coming school year. A separate registration fee of \$75 is required.

Only children who are 3 on or before September 1st of the current enrollment year will be admitted to K3. Only children who are completely toilet-trained are admitted.

Toilet training is determined by—

- ✓ The child's ability and willingness to tell when he/she needs to use the toilet [including at rest time].
- ✓ The child's ability and willingness to manage his/her own clothing independently.
- ✓ The child's ability and willingness to stand or sit correctly at/on the toilet.
- ✓ The child's ability to clean himself/herself after toilet functions.

What can I do to make my child's transition from home to center smooth and happy?

Allow time to drop your child off without undue hurrying. You will need to leave instructions, speak with the staff, and say good-bye. However, do not linger. If you remain talking to the worker(s) and/or your child and prolong the good-byes, the transition will be more difficult. Do not discuss the difficulty of saying good-bye, bribe, threaten, or try to sneak away. Be matter of fact. Wish your child a good day and leave quickly with a smile.

Note: We have our rugs regularly cleaned and treated for bacteria and our workers do not wear street shoes in an effort to keep a clean environment for the children. We ask that you help with this by staying on the mat or the tile when you drop off and pick up and that you do not allow children or others who accompany you to enter the play areas and infant room.

White Oak Weekday Early Education is a Christian ministry and seeks to follow the principles of reconciliation found in Matthew 18:15-17. If you have a problem with a teacher or staff member, you are to go first to that person. If you have a problem with school policies and procedures, you are to go first to the director. You are not to by-pass the person with whom you have a problem to go to the director, the Weekday Early Education committee, the pastor or any other person. If the issue is not resolved, you should then go to the next level. At no time should the problem be discussed with other parents, other staff members, or any other persons who are not directly involved.