

Dear Parents,

It is my joy to welcome you to Disciples CDC. For those of you who are joining us for the first time, welcome to our CDC family.

During the preschool years children grow and develop at amazing rates, perhaps more than any other stage of life. Children are active learners trying to make sense of this great big world. We believe learning should be fun and we will strive to make your child's first introduction to school a positive one.

The CDC staff and I are committed to helping your child reach his/her full potential. We know we are teaching tomorrow's teachers, doctors, engineers, pilots, parents, musicians and leaders. For this reason we strive to nurture inquisitive minds, joyful hearts, and strong healthy bodies.

Our approach to learning is similar to yours as a parent. We want your children to learn in a safe, nurturing, creative environment where they can develop skills, creativity and self esteem. Your children will learn through exploring, playing, talking, listening, touching and looking.

Please carefully read this Handbook and take note of the calendar which lists important dates for the year.

As always, if you have suggestions, questions, or concerns, please contact me at (864)297-6951. Here's to a great year. Welcome to our CDC family.

Sincerely,

Barb McInerney

Table of Contents

STAFF ROSTER FOR 2017-2018	3
SCHOOL SCHEDULE 2017-2018	5
IMPORTANT INFORMATION.....	7
MISSION STATEMENT	7
HOURS OF OPERATION	7
PICK UP PROCEDURES	7
CELL PHONES.....	8
LATE PICK-UP	8
DISCIPLES CDC FEES	9
PAYMENT.....	10
RETURNED CHECKS	10
WITHDRAWAL.....	11
DROP-INS	11
FINANCIAL RESPONSIBILITY	12
LIABILITY AND SAFETY	12
PLAYGROUND USE AND SAFETY RULES.....	13
WELLNESS POLICY.....	14
FEVER.....	14
MEDICATIONS.....	15
COLDS	15
COUGHS	15
EAR INFECTIONS	16
SORES	16
DIARRHEA	16
CASES OF EXCEPTIONAL EDUCATIONAL, HEALTH OR DEVELOPMENTAL NEEDS.....	17
EMERGENCY MEDICAL PROCEDURES	18
PARENT AND GUARDIAN CONTACT INFORMATION.....	18
WHAT TO BRING	19
FUNDRAISERS.....	20
.....	21
THE SUSAN ATCHISON SCHOLARSHIP FUND.....	21
COMPUTER CLASSES	22

ROLLER SKATING CLASS	23
.....	23
INCLEMENT WEATHER POLICY AND GREENVILLE COUNTY HOLIDAYS	23
GRIEVANCE PROCEDURES	24
DISCIPLINE	24
REGISTRATION FOR THE 2018 – 2019 SCHOOL YEAR ...	25
REGISTRATION FOR SUMMER CAMP	26

Staff Roster for 2017-2018

Barb McInerney - Director

W:297-6951; H:268-9334; C:630-7593; Fax:297-5423

E-mail: Disciplescdc@aol.com

<p>Joanne Burke (Toddlers) C: 864-907-3443 <u>kj_burke@hotmail.com</u></p>	<p>Alice Gotes (Spanish & K4) C:517-0545 <u>aliscorrales@hotmail.com</u></p>
<p>Carol Christy (Infants) C: 505-6102 <u>Carolchristy5@gmail.com</u></p>	<p>Sarah Job (Infants) C: 586-524-36991 <u>sajob02@gmail.com</u></p>
<p>Misty Coleburn (K2 & K3) C: 417-3363 <u>Mamacole78@gmail.com</u></p>	<p>Shilpa Kadam (Toddlers) C: 552-0008 <u>kadam_shilpa@hotmail.com</u></p>
<p>Ashleigh Delport (K-3) C:901-2157 <u>s_delport@bellsouth.net</u></p>	<p>Charu KrishnaKumar (K-2) C: 354-9407 <u>charusiva_2000@yahoo.com</u></p>
<p>Ann Douglas (K-4) C: 270-2044 <u>amkdouglas@gmail.com</u></p>	<p>Kim Lindquist (K-2) C: 414-5923 <u>kalindquist@charter.net</u></p>
<p>Leslie Ferrell (K-2) C: 320-0738 <u>lferrel3@bellsouth.net</u></p>	<p>Lynne Markovic (Music) C: 415-378-3908 <u>musicadventureforkids@gmail.com</u></p>
<p>Sheral Fernandes (Office) C: 593-4616 <u>sheralcdc@hotmail.com</u></p>	<p>Judy McCallion C: 238-3762 <u>jamccallion@gmail.com</u></p>
<p>Ann Godfrey (Infants) C: 430-6734 <u>annkat5@aol.com</u></p>	<p>Ann Moxie (K-3) C: 313-0029 <u>pasm81@aol.com</u></p>
<p>Kerry Goemaat (K-2) C: 918-5961 <u>kkgoemaat@gmail.com</u></p>	<p>Karen Siefert (K-3) C: 765-760-3709 <u>kf1siefert@aol.com</u></p>

BethAnn Tavernier (K-2) H:627-7749 ; C:275-3484 jacktav@aol.com	
Becky Walters (K-4) C: 918-4585 becky@acitelecom.com	
Linda Whiston (Art) H:879-3220 C:430-6082 lwhiston96@gmail.com	

School Schedule 2017-2018

August 28, 2017	First Day of School
September 4, 2017	No School – Labor Day
September 19, 20, 21, 2017	Class Pictures –Artistic Photography
October 16,17,18, 2017	Usborne Book Sale
October 19,20, 2017	No School
November 22 - 24, 2017	No School – Thanksgiving Holiday
December 6, 2017	CDC Christmas Program - Noon
December 21 – January 2, 2018	No School – Christmas Holiday
January 15, 2018	No School – MLK Day
January 23,24,25, 2018	Registration for 2018-2019 School Year
February 16, 2018	No School
February 19, 2018	No School – Presidents Day
March 8, 2018	K-3 Donuts for Dads
March 20 & 21, 2018	Registration for Summer Camp Session (Current Students 20th, General Public 21st)

April 2 – April 6, 2018	No School –Spring Break
May 8, 2018	Teddy Bear Tea – 2s
May 9, 2018	K-3 Mother’s Day Tea
May 10, 2018	K-4 Mother’s Day Tea
May 24, 2018	Graduation and Last Day of School for K-4
May 25, 2018	Last Day of School – Infants – K3
June 12, 2018	Summer Camp Begins

Note: Greenville County has three make-up days scheduled that affect our school. They are March 19th, March 30th & April 27th. If a make-up day is not used, it becomes a school holiday.

Important Information

Mission Statement

Our mission is to provide a loving and nurturing Christian environment where we can offer an enriching foundation for your child's lifelong learning and creative growth. Our goal is to help children develop self confidence in their individual abilities. We are dedicated to enabling children to reach their fullest potential in a safe and nurturing environment. Our school is an inclusive community reaching out to children regardless of race, national or ethnic origin and need.

Hours of Operation

Our hours of operation are from 9:00 am to 1:00 pm. We ask that you arrive promptly at 9:00 am and pick-up no later than 1:00 pm.

For those attending the K-3 and K-4 programs, it is especially important that you make every effort to be on time each day as instruction and other enrichment activities are planned to begin promptly at 9:00 am.

Pick Up Procedures

Parents are asked to either write a note or call the Director if anyone other than the parents or another authorized person will be picking up your child. We will

not release a child to anyone without prior notice and permission. We will ask for proper identification before releasing a child to an unfamiliar person.

We do not offer a car pool line and ask that you enter the building and go to your child’s classroom to pick up your child.

For drop-off and pick-up of your children, please do not leave other children in your vehicle and take your purse and keys with you and never leave your car running during this time.

Cell Phones

As a courtesy during school hours, please keep your cell phone turned off when you enter the CDC, It’s important to your child that you greet them without any distractions.

Late Pick-Up

There will be a charge of \$1.00 per minute assessed for pick-up from any class after 1:00 pm. If you are late picking up your child, the teacher will take your child to the Director’s office. Due to the structure of our program, we do not offer late stay after 1pm. If you will be late picking up your child, please call the Director’s office (297-6951) immediately so arrangements can be made.

Disciples CDC Fees

Registration fees must be paid at the time of registration. Registration fees for the school year 2018-2019 are subject to change. **Registration fees are not refundable.**

Registration Fees:

Infants.....	\$100.00
Toddlers.....	\$100.00
2 Year Olds.....	\$100.00
K-3.....	\$125.00
K-4.....	\$275.00

A \$25.00 materials fee will be charged to each student at the beginning of the school year.

Tuition Fees:

Infants, Toddlers, 2 Yr. Olds, and 3 Year Olds

\$90 per month for one day a week
\$180 per month for two days a week
\$270 per month for three days a week
\$360 per month for four days a week
\$450 per month for five days a week

K-4 Fees

The monthly fee schedule for K-4 is \$360 per month for our four day program (Monday – Thursday). Any child who attends on Friday on a regular basis will pay \$450 for the five days per month. Friday is an **optional** play day and the fee is \$25 per day for those that may want to attend on an occasional basis. Drop-ins must reserve a spot with their teacher during the week they wish to attend.

Payment

Monthly tuition fees are due by the 15th of the current month, with the exception of August which is pro-rated and should be paid with the September tuition. At the beginning of each month your child will bring home a payment envelope. This will be your payment envelope for the year. Please return the envelope with your payment to the Director's office on time to avoid a \$15 late fee. There is also a drop-box on the wall outside of the Director's office for your convenience.

Returned Checks

There will be a charge of \$25 assessed for any returned check due to insufficient funds. If more than one returned check is received only cash payments will be accepted for the remainder of the school year.

Withdrawal

Should you wish to withdraw your child from the program before the end of the year, a two-week notice and a half-month's tuition is required. Please see the Director if you have questions or concerns regarding withdrawals.

Drop-Ins

Drop-ins will be accepted if space is available. It is to your advantage to make a reservation for your child for a drop-in to ensure space is available on the day needed. Please make those arrangements with your child's teacher. The drop-in fee is \$25 per day and is due on the day the drop-in occurs. A form must be filled out by your child's teacher, signed by the Director, and money collected before your child can stay for the day.

Financial Responsibility

At Disciples CDC most costs associated with the operation of the school are fixed and therefore our tuition is based on enrollment, not attendance. Subsequently, tuition must be paid whether or not your child is in attendance. There is no waiver or deduction of tuition due to illness, holidays, closing due to inclement weather, or emergency situations. Some months will have more school days than others, however, the tuition payment remains the same.

Liability and Safety

The children enrolled in our program will be directly supervised at all times and every precaution will be taken to prevent accidents. Parents are required to obtain and maintain at all times satisfactory medical insurance for their children enrolled in our program.

Disciples United Methodist Church and the Disciples Child Development Center **will not be responsible for any medical expenses resulting from accidental injuries.**

Please make sure that your registration form includes your child's insurance policy number and information as well as your doctor and hospital preference should an emergency occur.

If a minor accident occurs during school hours, the teacher will fill out an Accident Report Form detailing the accident in full and prepare a copy for you. We will

contact you immediately if we feel the accident warrants. For this reason it is important that you update your home and cell phone numbers with your child's teacher should they change.



Playground Use and Safety Rules

During CDC hours the playground is for student use only. Please refrain from bringing siblings or friends onto the playground during school hours.

Shoes are required at all times.

Two teachers should always be supervising children on the playground.

Climbing on top of the play equipment is prohibited.

The rubber mulch is not to be thrown or tossed beyond the playground fence.

Damages, hazards, or accidents should be reported to the Director immediately.



Wellness Policy

We can only accept well children. We are depending on you to help us maintain this policy. Should your child become ill during the day, we will provide isolated care until you can come for him/her. This policy is not intended to be harsh. We are concerned about your child's health and that of the other children in the program.

Outdoor play in fresh air is great for a child's overall health. For this reason our CDC plans daily outdoor time. A child who comes in for the day must be well enough to participate in both indoor and outdoor play. However, if there are medical reasons that prohibit your child from outdoor play we will be happy to comply to your physician's written instructions. We hope the following guidelines will be a helpful means of assessment for your child's medical condition.

Fever

When a child has a fever (above 100° orally), the child should remain at home. If a child develops a fever while at school, his/her parents will be called. If a child is recovering from an illness, the child must be free of fever for 24 hours before returning to school.

Medications

We do not administer any medications or sunscreen. We will not administer fever reducing medication to a child with a fever and a child shall not be sent to the center if he/she has received fever reducing medication prior to arriving for the day.

When a child has been on an antibiotic for at least 24 hours and has been free of fever for 24 hours, then the child is considered non-contagious and can return to school.

Colds

If a child has a cold, then he/she is contagious and should not come to school. At times, a runny nose may indicate allergy only. In this case, discharge from the nose should be clear. However, if it is yellow or green, infection is present which means the child is contagious and should not attend school until the symptoms have improved. If your child displays these symptoms, you will be called to come and pick-up him/her from school.

Coughs

Coughs can spread infection easily. If your child is coughing as a result of a cold or bronchial infection, he or she is contagious for as long as the cough is moist or fever is present. If the infection is bacterial and the child has been on an antibiotic for 24-36 hours and has had no fever in the past 24 hours, then he/she is not contagious.

Ear Infections

Ear infections are frequent in young children. Although they are not contagious, a child must complete 24 hours of medicine and be comfortable before returning to the program.

Sores

All open sores that are draining are contagious and the child should remain at home.

Diarrhea

Diarrhea is defined as four to five bowel movements in an eight-hour period. This can be caused by infection, diet, teething or medication. If a child has diarrhea for any of the above reasons, **he/she should not attend school.** Parents will be called to come and pick-up your child if they are already at school and have diarrhea. Although frequent bowel movements may not represent a contagious condition, the amount of time that the teacher has to spend with diapering is a consideration when there are other children who require care and attention.



Immunizations

For the protection of all children, you must bring your child's updated immunization form on or before the first day of school. Your doctor or the Health Department can fax us a copy if you request one. Our fax number is 297-5423. A copy will be made to keep on file. The form must be updated each time an immunization is received.

We would ask that you notify your child's teacher or the director if your child contracts lice, or a contagious disease such as strep throat, chicken pox, or pink eye. Your cooperation in helping us prevent the spread of communicable diseases is greatly appreciated.

Cases of Exceptional Educational, Health or Developmental Needs

We work closely with the parents of our students in trying to establish an environment where each child can have an optimal learning experience. For this reason it is important that parents honestly disclose any extraordinary needs or conditions of their child. Only in circumstances where the CDC determines that the environment of our school cannot reasonably meet the particular needs of any child, or where a child's needs may create an unreasonably disruptive educational environment, would we find it necessary to exclude a child from enrollment or terminate a child's enrollment. Additionally, if a child's behaviour threatens his or her own health and safety and/or the health or safety of other children or staff, parents or guardians may be asked to withdraw their child from our program.

Emergency Medical Procedures

In the event of a medical emergency with your child the CDC will:

1. Call 911 immediately upon recognizing signs and symptoms that require immediate emergency medical attention.
2. Notify parents/guardians concerning the child's condition and inform them that steps have been taken to secure emergency medical attention.
3. Administer First Aid until emergency medical assistance arrives.

Parent and Guardian Contact Information

It is imperative that we have current contact information for Parents and Guardians at all times. Any update to parental contact information (home or office or cell phone nos., addresses, email addresses) should be in written form (either letter or email) and submitted to the Office Manager or Director.



Food

A morning snack of water, pretzels, goldfish, or plain cookies will be provided for your child.

Your child should bring a lunch, drink, and appropriate utensils each day they attend school. Please include a cold pack in their lunch box if items need to remain cool. We cannot heat items so please do not include items that need to be heated. If your child uses a Sippy cup, please make sure to send the one for their use at school.

Due to allergies and general safety, children are not permitted to share food at any time. Please make sure you have noted any allergies your child may have on your registration form. This information is vitally important for each of the teachers to maintain your child's safety.

If you are interested in celebrating your child's birthday at school (cupcakes, cookies, etc), please make arrangements with your child's teacher. Only send birthday invitations to school if there is one for every child in the class.

What to Bring

Every child who is not potty trained should wear and bring enough disposable diapers for their stay. He/she should also bring a box of baby wipes with his/her name on it. Please do not send pull-ups with your toddler. Diaper bags and all belongings should be labeled with your

child's name. These will be used only on your child and will be kept in the classroom near the changing area. Be sure to also label sweaters, coats, gloves/mittens, hats, pacifiers, bottles, lunch boxes, etc. Please bring an extra set of clothing in a Ziploc bag with your child's name neatly printed on the outside. These articles of clothing will remain at school with the teacher until they are used or the seasons change. If your child comes home wearing the change of clothes provided, please resend replacement clothes. Children in the infant and toddler rooms should bring a bib for snack and lunch times.

We discourage bringing toys from home. We cannot be responsible if they get broken or lost.



Fundraisers

Fundraisers are important for the CDC. Funds raised enable us to make classroom and playground improvements as well as purchase new equipment, toys, and resources for the children. Please make every effort to support the fundraising events.

Some of our fundraisers include our Car Wash, our Children's Consignment Sale, our Christmas Silent Auction, The Original Art Work sale, Bake Sale, sale of class pictures and an occasional Parent's Night Out.

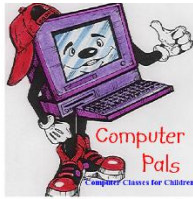
We welcome your suggestions for additional fundraisers. Angela Pitts will be handling the Consignment Sale this fall. Feel free to call her at 561-2172 if you would like to help with the sale.



The Susan Atchison Scholarship Fund

This scholarship fund was established in the spring of 2008 in memory of Susan Atchison. Susan taught at Disciples years ago and prior to her death she blessed our school with hundreds of children's books which our students enjoy daily. Susan dedicated her life to her own children and the many children that she taught. It seems fitting that she continues to touch children's lives through this fund.

Our CDC offers need-based scholarships. If you would like to apply for funds for the 2018 - 2019 school year please speak with the Director.



Computer Classes

Computer Pals is an optional program. This program will teach your child correct basic computer and tablet skills, parts, computer ethics, socialization skills and much more in a fun and exciting way using the best of the best in educational software. New for this school year is their “Preschool Introduction to Programing and Coding”.

Through this program your child will soon discover the computer and tablet are wonderful tools that are made for more than just playing games. With this discovery it will spark your child’s imagination, get their creative juices flowing and open up a whole new work of creativity and learning for them. Computer Pals is proud to have been asked twice by Clemson University to address its in-service educators. Children 2 years and 10 months old and older are eligible to attend this program.

Roller Skating Class

This is an optional class for 3s and 4s every Tuesday. Angela Pitts, of Roller Time Skating Academy, says “It’s her goal as instructor to build children’s self-esteem, self-awareness, and coordination utilizing a multi-sensory approach in skating instruction”. Students are instructed using verbal directions, visual demonstration, and one-on-one hands on instruction as needed. Skates are provided.



Inclement Weather Policy and Greenville County Holidays

Disciples Child Development Center operates on the same schedule as the School District of Greenville County. In the event that public schools are closed due to inclement weather, our program will also be closed and will reopen when public schools reopen. Should public schools have a two-hour delay in opening, we will open at 10:30 – 1:30 for that day. If there is less than a one-hour delay, we will open at the usual time of 9:00 am. Our school will not open

on days designated for in-service workdays for the School District of Greenville County.

Grievance Procedures

To insure appropriate positive action or referral, please direct comments or questions first to your child’s teacher if it is something for which the teacher is responsible.

Other items should be discussed with the Director. The Director will then refer to the DCDC Board for further action and/or guidance. Our administrative staff welcomes any comments and suggestions to improve our program. We encourage you to meet with the Director to express any concerns or suggestions that you might have.

Discipline

The Director will notify you of any serious discipline problems. Otherwise, discipline issues will be handled within the classroom by using the “time out” method.

Registration for the 2018 – 2019 School Year

- Tuesday, January 23, 2018 – Registration for Members of Disciples United Methodist Church
- Wednesday, January 24, 2018 – Registration for students currently enrolled
- Thursday, January 25, 2018 – Registration for new students

Parents will be notified of exact times when they return from the winter break. **Registration fees are due at the time of registration and are non-refundable.** Church members receive a 50% discount on registration fees.

Registration for Summer Camp

Registration will be held for Summer Camp on March 20th and 21st. Our summer program at DCDC runs Tuesday, Wednesday and Thursday beginning June 12th for six weeks. **Summer camp is offered for Infants - K5. We also have summer program for rising 1st graders – rising 6th graders.**

Registration fees and pricing for the summer programs will be announced closer to registration times.

Have a great
school year!!