

Dear Parents,

May I once again welcome you to Disciples Child Development Center, and say that we are so glad you have joined our school family! The staff and I are committed to helping your child reach his/her full potential and to make this a happy, healthy place of learning.

Just like you, we want the best for your child, and our approach here at Disciples is to create an environment which is safe, nurturing and creative where your child can find joy and thrive. We hope our love for your children shines through as we plan enjoyable, enlightening lessons for their days spent here with us. We strive to nurture inquisitive minds, joyful hearts and strong healthy bodies so that we can raise our future leaders, doctors, engineers, musicians, artists, electricians, teachers and most importantly kind and contributing members of our society.

Please read through this handbook and make note of the important policies and dates. I am always available at 864-297-6951 should you have any suggestions, questions or concerns.

Kind Regards,

Ashleigh Delpert

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Staff Roster for 2019-2020

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School Schedule 2019-2020

August 26, 2019	First Day of School
September 2, 2019	No School – Labor Day
October 28, 29, 2019	No School
November 27 - 29, 2019	No School – Thanksgiving Holiday
December 11, 2019	CDC Christmas Program - Noon
December 23 – January 3, 2020	No School – Christmas Holiday
January 20, 2020	No School – MLK Day
January 21,22,23,2020	Registration for 2020-2021 School Year (Church Members –Jan 21st Current Students – Jan 22nd Public – Jan 23rd)
February 17, 2020	No School - Presidents Day
March 16,17,18, 2020	Class Pictures – Life Touch Photography
March 20, 2020	No School
March 31 & April 1, 2020	Registration for Summer Camp Session (Current Students 31st, General Public April 1st)
April 10, 2020	No School

April 13 – April 17, 2020	No School –Spring Break
May 5, 2020	K2 - Muffins in the Morning
May 6, 2020	K-3 Muffins in the Morning
May 7, 2020	K-4 Muffins in the Morning
May 21, 2020	Graduation and Last Day of School for K-4
May 22, 2020	Last Day of School – Infants – K3
June 15, 2020	Summer Camp Begins

Note: Greenville County has two make-up days scheduled that affect our school. They are March 24th & March 23rd. If a make-up day is not used, it becomes a school holiday. Disciplines CDC reserves the right to make decisions about make up days.

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.

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.

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 drop off and 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 2020- 2021 are subject to change. **Registration fees are not refundable.**

Registration Fees:

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

*A one time Materials fee of \$25/day of attendance per student is required

Tuition Fees:

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

\$99 per month for one day a week
\$198 per month for two days a week
\$297 per month for three days a week
\$396 per month for four days a week
\$495 per month for five days a week

K-4 Fees

The monthly fee schedule for K-4 is \$396 per month for our four day program (Monday – Thursday). Any child who attends on Friday on a regular basis will pay \$495 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 by Wednesday if 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. Please hand cash only to the Director or Office Manager (do not leave it in the drop-box as we cannot be responsible for it).

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.

Closed 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 as we are concerned about your child's health and that of the other children in the program.

Outdoor play in fresh air is recommended 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, (without taking any medication) 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 should 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 will be offered to 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. Please do not include items that need to be heated. If your child uses a sippy cup, please make sure to send one for their use at school clearly marked with their name.

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, 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 through K2 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 if he/she is not potty trained. 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.

Potty training:

K3 - policy

We realize and embrace that each child is different and unique, and thus reaches certain stages of development at different times. We are here to help, support and cheer your child on as they tackle and attain life's milestones such as potty training! Our K3 and K4 programs are however, specifically tailored for children that are fully potty-trained. We do not have bathrooms in the classrooms as the younger children do, so for the safety of the individual child as well as the collective

group, we cannot accept children that are not fully potty-trained. We do realize that starting school is a big event in your little one's life, and one which might cause a slight hiccup in their potty-training journey. For this reason, we are happy to work with you and your child for the first 2 weeks of school as an adjustment period by taking them to the bathroom at regular times during the day, regularly reminding and asking them if they need to go potty, and changing them if need be. After those first 2 weeks are up however, we will have to call you each time your child needs changing and you will have to come to the classroom to change your child. For those 2 weeks to be beneficial, your child should be far enough in the potty-training process that they are wearing pull ups and not diapers, and they should not come to school in underwear if they are having any accidents at all.

Toddler room potty training policy

We are happy to partner with you and your child as you navigate this journey, provided that:

- 1) You are actively potty training at home,
- 2) Your child can verbally indicate when they need to go potty, and
- 3) They must wear pull-ups to class all the time.

When your child indicates they need to potty, the teacher will take them to the bathrooms located right outside the classroom. No potty seats of any kind are permitted because of sanitary reasons.



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 may include a Silent Auction, Popcorn & Donut sales and an occasional Parent's Night Out.

We welcome your suggestions for additional fundraisers as well as participation on the fundraising committee.



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 when possible. If you would like to apply for funds for the 2020-2021 school year please speak with the Director. **Applications** need to be presented to the CDC Board by January 7th to be considered for the following year. You will be asked to fill out an application, and if accepted you will be required to contribute your time toward helping with Fundraisers.

Optional Classes

- Computer Classes through **“Computer Pals”**
- Sport instruction through **“Amazing Athletes”**
- Roller Skating Classes through **“Roller Time Skating Academy”**

These classes are offered as an optional program and will be billed separately through the provider. This year they will be held on Fridays only and are open to any current students who are 3 years old or older. Look out for the brochures containing all their information to come home with your child.



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 for that day. If there is one hour or less than a one-hour delay, we will open at 9:30 am. Our school will not open on days designated for in-service workdays for the School District of Greenville County.

Grievance Procedures

To ensure 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 redirection and/or the “time out” method.

Registration for the 2020 – 2021 School Year

- Tuesday, January 21, 2020 – Registration for Members of Disciples United Methodist Church
- Wednesday, January 22, 2020 – Registration for students currently enrolled
- Thursday, January 23, 2020 – 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 31st and April 1st. Our summer program at DCDC runs Monday, Tuesday, Wednesday and Thursday beginning June 15th for six weeks excluding the last week of June which is reserved for Disciples United Methodist Church's Vacation Bible School.

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

A 2 week notice is required for refunds otherwise only date changes are allowed (before the day of). Registration fees are non-refundable and we follow the same payment/tuition policies as the school year.

Have a great
school year!!