

Dear Parents,

Welcome to Disciples Child Development Center! I am 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,

Casey Fleming

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## Staff Roster for 2020-2021

Casey Fleming - Director

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# School Schedule 2021-2022

August 23, 2021	First day of school
September 6, 2021	<b>No School</b> – Labor Day
October 18, 19, 2021	<b>No School</b> – GCS teacher workday
November 24, 25, 26 2021	<b>No School</b> – Thanksgiving Break
December 14, 2021	CDC Christmas Program, Noon
December 17-31, 2021	<b>No School</b> – Christmas Break
January 14, 2022	<b>No School</b> – GCS teacher workday
January 17, 2022	<b>No School</b> – MLK Day
January 19, 20, 2022	Registration for 2022-2023 School Year (Church Members & Current Students – Jan 19th

	Public – Jan 20th)
February 2022	Teacher Appreciation Week
February 18, 2022	<b>No School</b> - Presidents Day
March 2022	Class Pictures
March 18-25, 2022	<b>No School</b> – Spring Break
April 15-18, 2022	<b>No School</b> –Easter Break
May 2022	Spring celebration (dates tbd)
May 24, 2022	Graduation and Last Day of School for K-4
May 25, 2022	Last Day of School – Infants – K3
June-July, 2022	School closed

*Note: Greenville County might schedule make-up/weather/e-learning days as needed. Disciples CDC reserves the right to make decisions about these days and will be decided on a case-to-case basis.*

*We will no longer be offering Summer Camp. This will give our staff time to rest and come back in the Fall refreshed. Thank you for your understanding.*

# **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. If we change these procedures, we will let you know in a separate communication.

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

\*The one time Materials fee of \$25/day of attendance per student will be billed with August's tuition.

### Tuition Fees:

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

\$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 1<sup>st</sup> of the current month, and considered late after the 5<sup>th</sup>, with the exception of August which is pro-rated and should be paid with the material fee. 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. Please hand cash only to the Director or Teacher (do not leave cash around 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

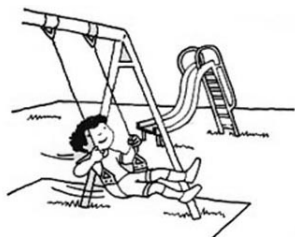
The children enrolled in our program will be directly supervised at all times and every precaution will be taken to prevent accidents. Parents are required to obtain and maintain at all times satisfactory medical insurance for their children enrolled in our program.

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.

A teacher 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.

Covid policies will be communicated separately.

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.

## **Diarrhoea**

Diarrhoea 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 diarrhoea 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 diarrhoea. 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 Director.



## **Food**

Your child should bring a snack, 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.

Please do not send inappropriate foods that can cause choking such as whole dried fruits, whole grapes, popcorn and hotdogs. Please be sure to cut up any large pieces of food into smaller pieces.

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. This year these funds will be going toward staff children discounts.



# Optional Classes

There may be times when outside vendors offer additional classes which we will notify you of advance.



# 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 positive redirection and/or the "time out/taking a break" method.

# Registration for the 2022 – 2023 School Year

- Wednesday, January 18, 2022 – Registration for Members of Disciples United Methodist Church and students currently enrolled
- Thursday, January 19, 2022 – 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.**

# Registration for Summer Camp

*We will no longer be offering Summer Camp. This will give our staff time to rest and come back in the Fall refreshed. Thank you for your understanding.*

Have a great  
school year!!