



**Lyttleton Street United Methodist Church**

*Established in 1787*

**Gary Rivas  
William Smith  
PASTORS**

***Lyttleton Learning Place  
1206 Lyttleton Street  
Camden, SC 29020  
803-425-4874  
llp@lsumc.net***

***Lyttleton Learning Place***

**Childcare Ministries**



**Preschool & Kindergarten  
Parent Handbook  
2023-2024**

**Kathi Hunter & Cindy Hornsby  
Director/Office**



## **WELCOME TO LYTTLETON LEARNING PLACE**

### **Pre-School and Kindergarten**

Lyttleton Street United Methodist Church is pleased to offer a special ministry to children through Lyttleton Learning Place. This ministry of our church is open to our community in the hope that as we provide a safe, caring, and Christian place, the children who come here will experience a loving, nurturing, and supportive environment as they learn.

We as a church are committed to making this environment one that you will be pleased to say: “My child attends Lyttleton Learning Place.” Our directors, teachers, and assistants are committed to this end.

May your child and your family be blessed through this ministry of our church.

Blessings on you,

Lyttleton Learning Place Committee  
Lyttleton Street United Methodist Church

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**MISSION STATEMENTS**

**The Mission of Lyttleton Street United Methodist Church** is to use the rich heritage of the United Methodist Church to provide a sound Christian-oriented learning environment as an extension of the church’s outreach ministry to the greater community.

**The Mission of Lyttleton Learning Place** is to serve the church and community by offering a preschool ministry that provides a warm, caring, Christian learning environment that fosters both self respect and a mutual respect for all of God’s creation.

**OUR PHILOSOPHY AND GOALS**

Lyttleton Learning Place recognizes that each child is a unique individual who develops at his/her own rate. Therefore, our program strives to meet the needs of the whole child by bringing together faith and learning. Our goal is to encourage and stimulate each child through a variety of developmentally appropriate experiences to promote positive physical, emotional, social, and intellectual development.

**LYTTLETON LEARNING PLACE COMMITTEE**

The Lyttleton Learning Place Committee (LLP) oversees the policies and operation of our childcare program.

**LYTTLETON LEARNING PLACE  
POLICY STATEMENT**

Dear Parents:

Please sign the statement below after you have read our Policy Manual. Return the bottom of this sheet to your child’s teacher as soon as possible. If you have any questions, please let us know.

Sincerely,

Kathi Hunter  
Cindy Hornsby  
Directors/ Office

(A copy has been inserted for return to the teacher.)

I verify that I have read and understand Lyttleton Learning Place Policy.

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child’s Name

## CURRICULUM

We use the *A Beka Curriculum*, a Christian based program, which starts in the 2K Class through the 3K and 4K Classes. The *A Beka Curriculum* uses phonics to teach letters and foster reading sooner. We also use Pam's House Curriculum for the Toddler Class which integrates Christian concepts/lessons with secular concepts. The lessons are organized around monthly seasonal themes with weekly lesson plans.

## EMERGENCY PREPAREDNESS PLAN

There is a copy of this plan in each classroom, the Director's office and in the main church office. This plan covers events such as severe storm situations as well as fire drills, medical emergencies, etc ... If a need arises which requires LLP to evacuate the children from our facility, the children will be escorted to the Multipurpose Room at Camden Elementary School (#425-8960). If this should occur, we will call parents and update the website to notify every one of the situation. Please feel free to ask any of the teachers or directors to review the plan.

**Confidentiality:** All children's records are kept in the Directors office in a locked file for safekeeping. DSS, if necessary, may access these records as needed.

**Tracking/Accountability Plan:** For the safety of our children, as they move from the classroom to other locations, teachers carry a class roster that is used to check off each child's name once they reach a new location and an emergency card on each child. The teachers also count heads before leaving the classroom and once arriving at a new location. (Revised 9-9-11 / 7-10-13)

**Transportation/Field Trips:** LLP uses 14 passenger buses as needed when traveling off site. Class tracking rosters, emergency cards, first aid kits are with the teachers at all times.

## LYTTLETON LEARNING PLACE FEE POLICY

### REGISTRATION FEE

A \$110.00 registration fee will be paid when your child is registered for the age appropriate class covering the ages of 6 weeks to the 4-year-old kindergarten program. (Revised 9/20/19) A \$50.00 registration fee applies to 4K children who attend school full time and arrive at LLP from 2:30 to 6:00 PM. **These registration fees are non-refundable and renewed each year.** (Revised 10/20/15)

### TUITION FEES (Effective January 1, 2020)

Crib Room	\$155/weekly	
Toddler Room	\$155/weekly	
2-Year-Old Room	\$150/weekly	
3-Year-Old Kindergarten	\$ 75/weekly	(8:30 AM - 11:45 AM)
3-Year-Old Aftercare	\$ 75/weekly	(12 noon - 6:00 PM)
3-Year Old After School	\$ 55/weekly	(2:30 - 6:00 PM)
3-Year-Old ALL DAY	\$140/weekly	
4-Year-Old Kindergarten	\$ 75/weekly	(8:30 AM - 12 PM)
4-Year-Old Aftercare	\$ 75/weekly	(12 noon - 6:00 PM)
4-Year-Old After School	\$ 65/weekly	(2:30 - 6:00 PM)
4-Year-Old ALL DAY	\$145/weekly	

(There is a \$10.00 discount for siblings, as long as one sibling is enrolled full-time.)

**\*\*\*RATES ARE SUBJECT TO CHANGE\*\*\***

### 3K/4K MORNING PROGRAM

The 3K morning class begins at 8:30 AM and ends at 11:45AM. The 4K morning class begins at 8:30 AM and ends at 12:00 Noon. For any child arriving prior to 8:30 AM, there is an early arrival fee of \$8 per day. The rate for Noon to 1:00 PM is \$6 per day, which includes lunch.

### 3K/4K AFTERCARE/AFTER SCHOOL PROGRAM

When public schools are closed and your child attends LLP in the morning, there is a \$15 fee per day. This is in addition to their normal aftercare tuition.

### A BEKA BOOK FEE

There is a \$40.00 book fee for each child in the Two Year Old, Three Year Old, and 4 Year Old classes to cover the cost of the *A Beka* workbooks and materials. The fee is to be paid in full by the first Monday in June. (Revised 9/20/19)

## PAYMENT POLICY

Tuition payments are due **in advance** no later than each Friday prior to your child's attendance on the following Monday. Payments are due weekly but may be paid bi-weekly or monthly in advance. **Checks are the only form of payment** and are to be made payable to **Lyttleton Learning Place** or LLP-LSUMC and should be dropped in the payment box at the teacher's workroom door. **No cash payments are accepted.** If payments are not made by Friday, there will be a \$5 late fee added to the account and attendance will not be allowed until the account is paid in full.

*Tuition payment is expected in full even if the LLP is closed due to inclement weather. You can use your Absence/Vacation Week at reduced rates as long as your child does not attend any time during the week. Please read that policy on page 6 of this handbook. If LLP is closed on a Friday due to inclement weather, there will be no late charges as long as tuition payments are received by 6:00 PM on the next business day that LLP is open. (Revised 2/18/14)*

Any personal check that is returned for insufficient funds is subject to a \$25 charge. After 2 returned checks, all payments must be made by cashier's check or money order. (Revised June, 2013)

**Lyttleton Learning Place must pay staff and expenses. Timely payments of tuition allow us to meet our obligations and provide this care. Cooperation of all responsible individuals is greatly appreciated.**

## LATE CHARGE

There will be a \$1 per minute charge for being late, payable when the child is picked up that day. Children should not be in Lyttleton Learning Place after 6 P.M. If there is an emergency situation, please call the LLP office to let the staff know.

## HOURS OF OPERATION/CLOSINGS

We are open from 7:00 A.M. until 6:00 P.M. Monday - Friday

Lyttleton Learning Place is closed for the following holidays:

Labor Day	Good Friday
Thanksgiving (Wed, Thurs, Fri)	Memorial Day
Christmas (to be announced)	Fourth of July
New Year's Day	
Martin Luther King, Jr. Day	

## WITHDRAWAL AND TERMINATION

When it is necessary for a parent to withdraw his/her child, it is expected that the parent will give a minimum of **2 weeks written notification** unless an emergency situation prevents this.

## TOYS

Please do not bring any toys from home.

## CLOTHES

Children need to wear comfortable play clothes. Please label all clothing. A complete change of seasonal clothing (which includes underwear, socks, pants, and a top) must be left at school in case they are needed. Disposable diapers, pull-ups, and wipes must be provided for those children who are not potty trained.

## NAPS/REST TIME

All children from the toddlers through the 4 years old aftercare program will take a nap or rest after lunch. You will need to provide a mat for your child to rest on. A small pillow and blanket may also be sent. Each Friday you need to take home your child's bedding to be cleaned and then return the bedding on Monday. Make sure you mark your child's name on everything.

## SNACKS/MEALS

Daily morning and afternoon snacks are provided for the toddlers through the 4-year-old class. Nutritious lunches are served daily for toddlers through the 4-year-old class and any children remaining for aftercare in the 3K and 4K programs. A monthly lunch menu is provided. The parents must provide baby food, formula, and food for children on special diets. Please mark these items clearly with the child's name. With the exceptions of the infant room and the toddler room, all snacks and lunches are served in our cafeteria. No food will be served in the other classrooms at all. **We do not serve breakfast. Your child should have breakfast before he/she arrives.**

## DISCIPLINE (continued)

- **Positive Behavior**—Teachers will respect and treat the children in a loving manner. Teachers will respond positively to appropriate behaviors. When a child does not follow the rules and guidelines, he/she will be reminded. If the reminder is ineffective, the child's attention will be re-directed or there will be time allotted out of the activities for a child to think and prepare for appropriate behavior.
- **Models**—Teachers will be models of appropriate behavior. Children learn far more from the way we act and the way we treat them than from what we tell them.
- **No Corporal Punishment** – There will be NO physical punishment used. Children may be held when necessary to restrain their hitting, biting, or kicking of other people. Brief time out will be used to allow children to calm down and get control of themselves.

Lyttleton Learning Place is operated in an orderly, safe, and caring Christian environment. Our teachers work very hard to maintain a happy and nurturing classroom environment for the children; therefore, we ask that parents be supportive of the limits and rules established and reinforce good behavior at home. Teachers will inform you of persistent problems that relate to your child, and we ask that you work with the teacher to find a solution to any problem that might arise.

The director and/or assistant director will handle severely inappropriate behaviors. The director/assistant director will involve the teacher and the parents in the disciplinary process when behavior is uncontrollable and/or potentially harmful to the child or others. If a child's behavioral problems endanger other persons, materials, and/or the positive environment, the child may be required to leave the program.

## DISMISSAL

Lyttleton Learning Place reserves the privilege of dismissing any child if, after entering, he or she seems unable to participate in the group experiences.

## DISMISSAL FOR INCLEMENT WEATHER

We will announce any closings or delays in opening due to inclement weather through the local radio station WPUB 102.7 FM, the WIS TV station/website, and on the church's website [www.lsumc.net](http://www.lsumc.net). Once on the website, click on LLP(Preschool) to see announcements regarding closings or delayed openings.

## ABSENCES-VACATION POLICY

Parents whose child is enrolled full-time are allowed two holding weeks (Monday-Friday) at a cost of ½ of your weekly tuition rate per week per child for sickness, vacations and/or inclement weather closings. In order to use the holding week at ½ of your normal tuition costs your child is not to be in attendance at any time during the holding week (Mon-Fri). For children enrolled in the Morning & After School 3K & 4K Classes, the fee would be ½ the weekly tuition rate. (\*For children enrolled in the 3K or 4K Aftercare Program, the holding fee is \$40.) This period begins in August when the public schools start and runs up to the beginning of the next school year. If inclement weather results in LLP closing for part or all of a week, parents can choose to use an Absence/Vacation Week at the reduced rate as long as your child does not attend anytime during the week (Monday through Friday). After these two weeks are used, payment will be required in full for any absence. Tuition is due **in advance** each week the child is enrolled in the program whether present or absent.

## ENROLLMENT REQUIREMENTS

- Registration form and deposit.
- SC Certificate of Immunization for Daycare Attendance.
- Signed policy and procedures form.
- A copy of the child's birth certificate (Infants must be 6 weeks old to enroll.).

## CLASSROOM PROMOTIONS

Lyttleton Learning Place follows the South Carolina Department of Education regulation of September 1<sup>st</sup> deadline for entrance. **CHILDREN ENTERING THE 3 YEARS OLD CLASS OR THE 4 YEARS OLD CLASS MUST BE POTTY TRAINED.**

## **SIGN-IN/PICK-UP POLICY**

Each child must be signed in or signed out by a parent or an authorized adult who is at least 18 years old. For security purposes, if a child is to be picked up by anyone other than the parent/guardian, then the parent must provide a signed written note stating who will pick up your child on any given day. Picture ID will be asked for in order to verify the individual.

## **SECURITY KEYS**

Parents are expected to have a security key card. This is an integral part of the safety and security that Lyttleton Learning Place provides. If parents do not have their key card, they must come to the director's office in order to be admitted. If a security key card is lost, please notify the director for immediate deactivation of the card and a new key card can be purchased. Please **DO NOT** allow anyone in who does not possess a key card, even if you know that person. You could jeopardize the security of the children by allowing someone in who does not have authorized access.

## **ACCIDENTS**

All precautions are taken to prevent accidents. First Aid will be given to all minor injuries. Parents or doctors will be called when necessary. Otherwise, the teachers making you aware of minor injuries will provide parents with an Incident Report.

## **MEDICATIONS**

Parents must complete and sign the medicine permission slip in order for your child to receive medication. All medications must be clearly marked and in their original containers. Place all medications either in the medicine cabinet or in the refrigerator in the teacher's workroom. Please provide a medicine cup/spoon with liquid medications.

If the medication makes your child too sleepy or affects your child to the point that he/she cannot participate in the normal classroom activities, then parents will be called to pick up your child. In order for your child to return the following day, he/she must be ready to participate in the regular activities of the day. *(Revised 7/10/13)*

## **SICK POLICY**

For the protection of all children, please **DO NOT** send your child to school sick. **Sickness would include any fever in the past 24 hours, vomiting, diarrhea, etc...** If a child has a fever of a 100.4 degrees or greater, diarrhea, or vomiting, parents will be contacted to come and pick up the child within a 30 minute time frame. **When a child is sent home ill on any given day, then the child must stay home the following day. The child may return on the second day after he/she was sent home as long as the child is fever free, without the aid of a fever reducer, and free of diarrhea and vomiting, etc... for a minimum of 24 hours. In addition, the child must be ready to participate in regular activities.**

Contagious diseases such as strep throat, chicken pox, measles, mumps, conjunctivitis, etc. and also head lice should be reported to the school. **If your child has a contagious disease, before he/she can return to school, you must bring a doctor's note to the director(s) stating that your child is no longer contagious and can attend school. The director(s) have the final authority to re-admit the child who is recovering from a contagious illness.**

*If your child does not have any of the conditions stated above, but is mildly ill and is unable to participate fully in the daily activities, please keep your child at home until he/she is ready to participate in the regular activities.*

*(Revised 7/10/13)*

## **DISCIPLINE**

Lyttleton Learning Place is committed to providing children and families with quality education and care. In order to fulfill this obligation, it is important that an effective behavior and discipline policy be in place. Positive rules and guidelines will be established. The following guidelines will be in place:

- **Consistency**—Each class will have rules posted in the room and will be enforced consistently. Limits set in each class will be clear and a system of dealing with inappropriate behavior will be enforced in the same manner each day. Children will be taught things they can do, rather than what they cannot do.
- **Controlled and Structured Environment**—Teachers will work to help focus children's energy and curiosity in appropriate ways.



# LYTTLETON LEARNING PLACE POLICY STATEMENT

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Return the bottom of this sheet to your child's teacher as soon as possible.  
If you have any questions, please let us know.

Sincerely,

Kathi Hunter  
Cindy Hornsby  
Directors/ Office

I verify that I have read and understand Lyttleton Learning Place Policy.

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Parent's Signature

\_\_\_\_\_  
Date

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Child's Name

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