



Inman First Baptist Church  
Child Development Center  
and After School Program

Inman First Baptist Church  
Children's Ministry  
(Revised January 2012)

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### **Show Them the Rainbow**

Show them the rainbows for rainbows don't wait soon they are adults, too soon it's too late.

Rainbows and childhood too soon disappear like an illusion you thought they were here.

Someday a rainbow may be hard to find and childhood and rainbows will be left behind.

Like ripples on water they vanish and fade then what will become of the plans that you made?

So, take time to show them the wonderful things like snowflakes and dewdrops and butterfly wings.

Show them the moonbeams that shine down at night a sky full of stars all twinkling and bright.

Soon you'll discover some treasures can't wait so show them the rainbow before it's too late.

Yes, show them the rainbow while they are still small or soon you will find there's no rainbow at all.

-Author Unknown-

Dear Parents,

On behalf of Inman First Baptist Church, I welcome you to Inman First Baptist Child Development Center and School Age Program.

This handbook has been developed to answer your questions regarding our program. It contains helpful information about every phase of the child development and after school program. (You will need to read it and turn in the parent handbook agreement for us to keep on file and keep the handbook in a convenient place for future reference.)

I am pleased you have chosen Inman First Baptist Child Development Center for your child and be assured we appreciate the confidence and trust you have placed in our program.

Our teachers are developing exciting plans to ensure a happy and positive experience for you and your child.

We look forward to a close and growing relationship with your child and your family.

Karen Connor  
Director

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### **Purpose, Philosophy & Statement of Goals:**

We believe that children will develop the confidence needed to reach their potential when:

- Each child feels secure in the presence of warm and loving adults.
- Each child is acknowledged and respected as a unique individual.
- The environment provides appropriate choices that encourage the child's natural curiosity and desire to learn.
- Each child is exposed to a thoughtfully planned curriculum, which addresses the important dimensions of growth: social, emotional, spiritual, physical, creative, and cognitive.
- Each child's parents and teachers form a partnership in support of the child's positive development.

Program goals are designed to facilitate active learning experiences in a manner that captures and expands a child's interest. The learning environment is one that invites children to explore and manipulate materials in their space. Development needs of individual children are incorporated into weekly classroom plans.

The daily schedule is consistent to provide predictable routines which encourage security; flexible to provide for special situations; balanced to provide for teacher/child-initiated activities indoor/outdoor experiences, active/quiet periods and group/individual play.

### **IFBC Child Development Center Mission:**

The weekday Child Development Program is an outreach ministry of Inman First Baptist Church. Our Mission is to encourage children to have positive feelings and ideas regarding themselves, their peers, adults, and God. We provide opportunities for emotional, social, physical, mental, and spiritual development.

### **Enrollment:**

To be enrolled in any age group a child must be that age on or before September 1 of the current year. Waiting lists are established for the CDC and After School program and vacancies are filled as they occur. The enrollment process is complete when application, student history, health, and other required forms are completed, the registration fee and first week's tuition is paid.

If there are any changes to the information given at enrollment, please let the office know immediately. Phone numbers, health conditions, and persons to call in an emergency, home address and persons who may pick up your child.

**Attendance:**

A positive attitude towards regular attendance is important to your child and is expected. The building of emotional and social attitude as well as physical and mental skills takes place daily. We care about your child and their wellbeing. Please call if your child is going to be absent.

**Punctuality:**

It is very important that your child be on time for class. Our curriculum will start at 8:00 a.m.

**After School:**

If your child is absent or goes home early from school, please call the center by 1:00 p.m. to make sure your child's driver is aware of their absence.

**Holidays/In-Service**

The CDC will be closed Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving & the Friday after, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. If a holiday falls on a weekend an alternate day will be chosen. Please refer to your calendar for closings.

**Hours & Arrival/Departure Procedures:**

Child Development	7:00 a.m. – 6:00 a.m.
After School Program	2:00 p.m. – 6:00 p.m.
Summer School Age Program	7:00 a.m. – 6:00 p.m.
Preschool	8:00 a.m. – 11:30 a.m.
Preschool (Early Arrival)	7:00 a.m. – 7:45 a.m.
Extra Fee	

We reserve the right to shorten our hours due to low attendance.

**Arrival:**

Parents must accompany their child into the building. Upon entering your child's class, please sign them in at the designated sign-in area. Children under twelve years of age cannot accompany siblings to the classroom without a parent present.

Separation can often be difficult for both parent and child. It is permissible for parents to remain as long as necessary during an adjustment period. But, please remember, teachers are ready to start the day with your child and it is much easier to do if parents are not in the classrooms.

**Departure:**

Your child must be signed out each day from their class in the same location as sign in. Please check for parent information in sign-in/sign-out area, pick up personal

belongings (children's art, teachers report, newsletters, lunch bag, dated materials to be returned to the CDC).

Children may be dismissed from any activity area provided the parent has signed them out. Please advise persons other than those authorized at enrollment time to pick your child up, that we will require identification. We must be notified by telephone or in writing when a change is made.

### **Classroom Schedules:**

Daily schedules are posted in classrooms and are on file in the office.

Each child will have a rest time of 2 hours daily following lunch. Your child may bring a blanket, soft animal, or doll. **Please take these items home on Fridays to wash and bring back on Monday morning.**

During the summer, school age children will be encouraged to rest by reading or other quiet activities for a period of time daily.

### **Registration Fees:**

The appropriate registration fee is due upon registering for any IFBC CDC program. Registration fees are charged yearly. This fee covers all materials and supplies for the classroom. This fee is due in February for the following year and is non-fundable.

### **Tuition Fees:**

**Tuition fees are due each Monday, payable in advance for the current week,** regardless of holidays, closings due to inclement weather, absences due to illness or teacher in - service training in the Preschool Department and After School Department.

### **After School Fees:**

Student's regular tuition fee will be due each week. Regular weekly tuition is due regardless of your child's attendance. For example, in the event of a teacher in-service day you will not be required to pay extra if you have not signed up and your child has not attended on that day. Summer is separate. You will sign up your child for either Session I or Session II or both. You will be required to pay your weekly tuition fees for the sessions you have chosen regardless of holiday, closings due to inclement weather or absences due to illness. There will also be an activity fee due at the time of sign up.

### **Holding Fees:**

Children enrolled in the nine (9) programs will pay a \$100.00 holding fee for June and \$100.00 holding fee for July to reserve a slot for the coming year. Your child will not attend over the Summer Break.

Please make all checks payable to IFBC CDC.

### **After hours fee**

Our day is over at 6:00p.m. A fee of \$10.00 for each five minutes after 6:00p.m. will be assessed. Less than 5 minutes will be prorated at \$1.00 per minute. Please remember our teachers are ready to get home to their families for the day.

### **Multi child Rate:**

Families with more than one child in the program will receive a 10% discount on their youngest child's tuition.

### **Statements, Late fees and Returned check fees:**

You will receive a monthly statement the first week of each month for the prior month. Any invoices that appear on a statement that are two (2) or more weeks past due a \$10.00 fee will be charged for each week. Late fees are due and payable with the following week's tuition. A fee of \$20.00 is charged for returned checks. Three returned checks will constitute payments in cash (we are unable to make and change extra money will be credited to your account), cashier's checks or money orders.

Your child will automatically be terminated from the IFBC CDC if fees are three (3) weeks in arrears or \$500.00 whichever comes first. You are welcome to make an appointment to discuss your account with the Director at a suitable time for both parties. We reserve the right to make decisions on delinquent accounts, as necessary.

### **Withdrawal from Programs:**

A two-week notice is required when withdrawing your child from the program. Failure to provide notice will result in the parent being responsible for two weeks fees. Account must be paid in full before your child leaves the program.

### **Administrative Withdrawal:**

IFBC CDC reserves the right to drop a child from the program for any of the following reasons:

1. Failure to pay tuition.
2. Inability of program to meet child's needs.
3. Failure of parent to abide by IFBC CDC policies as stated in Parent Handbook.
4. Failure of parent to cooperate with staff in addressing difficulties or concerns with a child's development or behavior.

**Communication:**

Frequent newsletters will provide information about curriculum goals, current activities as well as other items of interest. Parent bulletin boards are located in School age check-in/out area, each classroom check-in/out area and in the main hallway. They will have articles of interest, upcoming event dates, suggested reading, memos to parents and messages from other parents.

Parents of children under 2 years old will receive a written daily report from the teacher.

Verbal messages from you child cannot be accepted by the teacher. Messages must be written or by telephone.

**Vacations:**

After school and Preschool students enrolled in IFBC CDC that are 12-month students(that means they come 12 months out of the year) will be authorized one(1) week vacation without payment of fee provided a two(2) week notice is given and you have submitted a vacation request form to the office. Students must be enrolled for at least six (6) months to get the vacation week. The forms are located on the bulletin board beside the office. The week of vacation you choose means your child will not be here. Vacation runs on a calendar year (January - December). Vacation cannot be carried over to the next year or split into separate days. Nine month and Preschool students ***do not*** get a vacation time.

**Inclement Weather:**

We will no longer mirror District 1 schools. We will however make a decision with consideration to the district plan. To know the status of the CDC in the event of inclement weather, please tune to WSPA Channel 7. Should we be unable to contact the TV station we will enact a phone tree with the staff, and your child's teacher will try to reach you. We will also change the message on our phone system to advise you of closings.

**Early Dismissal:**

In the event that District 1 schools are dismissed for inclement weather the buses will not run to pick up After School students. Please make arrangements for inclement weather early dismissal. The CDC will remain open for one hour after schools are dismissed for daycare and preschoolers to be picked up.

**Meals:**

Experiencing new foods, good manners and table conversation will be encouraged at lunch and snack times.

### Breakfast

Infants and 1's will be served breakfast you provide, as long as they arrive before 7:30 a.m. All other age groups should have eaten breakfast before they arrive each day. For children in the 2-year class and older please do not let them bring breakfast into the center.

### Lunch

Will begin at 11:30 a.m. depending on the age of the child. Parents furnish lunch, lunch boxes should be labeled with the child's name and include a cold pack, if needed. IFBC CDC will provide beverages (milk or juice). In emergency situations lunch can be provided for a cost of \$5.00. Please do not send frozen meals that require multiple steps or canned food.

Because preparing lunches for many children is time-consuming, we have adopted the following:

- Maximum cook-time for heat-ups is two minutes.
- Meals are to be sent in microwave-proof containers, ready for heating.
- All food is to be cut or prepared and ready-to-eat (including Lunchables).
- All food should be in a container or on a plate ready to serve.

For young 2s and younger, **PLEASE DO NOT SEND:**

- Whole grapes (OK if cut in half)
- Whole hotdogs (OK if each piece is cut in quarters)
- Nuts
- Popcorn
- Thickly spread peanut butter
- Strawberries, oranges, citrus fruit, mandarin oranges
- Raw carrots

### Snacks

Will be provided in the morning and afternoon by the center. Children in the Preschool Department ages 2 - 4 will have a snack helper assigned daily. The helper will provide the snacks. Helper schedule will be communicated through the class calendar.

Bringing snacks is optional.

Summer School age children will bring lunch (no soda, candy or bright colored drinks). Snacks and drinks will be provided.

**Health Requirements/Policies:**

A copy of your child's South Carolina Certificate of Immunization for Day Care Attendance must be on file and updated as the law requires. Additional health information must be provided using forms included in the enrollment package.

Children must be physically fit to attend IFBC CDC.

Children are accepted with mild colds and cold like symptoms related to allergies. You will be notified if a fever develops. When fever subsides, the child may return after 24 hours without medication.

Children who have fever, heavy nasal discharge and constant cough, symptoms of a communicable disease which may include but not limited to reddened eyes, sore throat, headache, abdominal pain, rash or severe diarrhea will not be accepted. A doctor's note or telephone assurance must be presented upon a child's return after a contagious condition. The child may return when they have been free of vomiting or diarrhea for 24 hours without medication.

Parents will be notified when there has been probable exposure to a communicable disease.

Parents will be contacted immediately if their child is involved in an accident or becomes ill. All such incidents are carefully documented. In the event your child is severely hurt or ill and we cannot reach you, we will accompany your child to Spartanburg Regional Medical Center via ambulance.

Parents must fill out a "Permission to Administer Medication" form (available in classroom) when a child must have medication during their time at IFBC CDC. School age students may have a signed note from parents that will be attached to the form upon arrival from school. Please do not put the form or the medication in your child's lunchbox.

We will give non-prescription (over the counter) medication provided written consent from the child's physician is given. We will not administer medicine from a previous illness, in someone else's name or expired medicine. We will be glad to apply sunscreen you supply, with written consent.

We will follow appropriate personal hygiene practices using disposable gloves when necessary, washing hands before and after diapering, washing hands and faces before and after meals, after toileting and other times as deemed necessary. Our facility will be clean and sanitized.

Food allergies must be reported at enrollment and updated as needed.

A staff member certified in Infant/Child CPR and First Aid will be always on-site.

**Ouch/Bite Reports:**

The health and safety of the children entrusted to our care is our top priority. Children often test their physical limits making it necessary for “ouch/bite” reports. The reports will be filled out to inform parents of minor accidents incurred during the day, e.g. bites, cuts, bruises, falls or abrasions.

**Child Protection Act of 1977:** This act requires any staff member to report all suspected incidents of child abuse and/or neglect to the Spartanburg County Department of Social Services.

**Special Health and Safety Instructions**

Parking in designated areas is mandatory during arrival and departure times. The Inman City Police Department has asked that when dropping off your children that you park **with** the flow of traffic instead of against. **DO NOT PARK ON THE OPPOSITE SIDE OF THE ROAD FROM THE CENTER.** Handicap parking spaces are provided for those persons displaying a permit. Children cannot be left unattended in cars. Please do not leave your engine running while your car is unattended.

**Staff:**

Staff members are selected according to education and experience. A candidate’s love for, and commitment to the needs of children is also considered.

Staff members are expected to be active in local professional educational associations. Continuing education is a top priority.

Each staff member is required to complete 15 hours and the Director 20 hours of DSS approved training annually.

**Curriculum:**

The curriculum has been planned to be developmentally appropriate for each age level. Each classroom equipped with learning centers. Activities and experiences are planned for the total group, small groups, and individuals. Each class is designed to give children many hands-on opportunities. The 3- and 4-year-olds will attend music enrichment, Library time and Chapel, by the Ministry Staff, each week. Two-year-olds will attend Library time and Chapel when they are developmentally ready to participate as a class. Weekly themes are planned to provide exploration and investigation by children. Plans are flexible and child centered.

School age children will have assigned times for homework, scheduled art and craft activities, free time, quiet time, snack, special events, sports, Bible study and much more. Other enrichment opportunities are possible through field trips, plays and special visitors including the IFBC Ministerial Team.

**Emergency Plans:**

Procedures pertaining to fire and severe weather are posted throughout the building. Drills for both are practiced regularly. In case of a medical emergency, 911 will be called if necessary and the parents will be notified immediately.

**Birthday/Special Celebrations:**

IFBC CDC will be delighted to assist with your child's birthday party. Arrangements should be made a few days in advance. Party food should be kept simple, even "birthday cookies" are special. No gifts, balloons, or pointy hats please. If bringing invitations to school, there should be one for everyone in the class.

**Field Trips:**

Classroom teachers will supply information pertaining to trips. Occasionally a small fee will be requested. Church and CDC buses are used for transportation. If the field trip requires a cost, it will be charged to your account and will show on your monthly statement.

Parental permission is always required. The form is in the enrollment packet. A child must have this signed form on file. Parents are encouraged to participate in field trips when available.

Your child will need to have an IFBC CDC T-shirt for field trips. This will help teachers to ensure the safety of your child.

**Transportation:**

CDC buses are used to pick students up from Inman Elementary & Intermediate and Campobello-Gramling Elementary Schools daily.

**Discipline:**

Will be used to protect children and to teach them responsibility for their actions. No corporal punishment will be used. A child that is out of control may be held to restrain their kicking or hitting other people. We will also use redirection of unwanted behavior, sad/thinking chair and/or a note home to the parents and if needed a parent/teacher conference. (At no time will a child be unsupervised in isolation, which will be for only a short period of time.)

**Conflict Resolution:**

Conflicts that arise between children and other inappropriate behavior will be dealt with by teachers using positive behavior modification. If a child's behavior continues to be inappropriate the Director will intervene and schedule a conference with parents if necessary.

**Grievance Policy:**

IFBC CDC recognizes that misunderstandings, difficulties, and differences may arise. It is the desire of IFBC CDC that all matters be resolved promptly and fairly. The following is the procedure to follow to resolve complaints or differences relating to your child, teacher, or director:

1. In all conflicts the parents should first contact the teacher and describe the concern.
2. If the problem cannot be resolved the Director will meet with the parents and teacher to hear the concern.
3. If the problem still cannot be resolved with the Director, the parents may prepare a written grievance and meet with the IFBC Ministry Team. The grievance should address the following specifically and clearly:
  - a. The parent complaint.
  - b. The facts or witness that can validate the parent's position.
  - c. What the parent wants done or changed to resolve the grievance.

The Chairperson of the IFBC Ministry Team will act as facilitator in the grievance process, monitoring the process for clarity, conflict resolution, and promptness. The Chairperson will provide a written response to the parent within 10 calendar days. Parents must follow the above grievance procedures.

## **Parent Involvement:**

Parents can become involved at IFBC CDC in several ways:

- Read and adhere to the Parent Handbook.
- Attend parent meetings.
- Attend parental conferences with teacher when scheduled.
- Relay feedback of program and childcare issues based upon feedback from child.
- Report concerns/suggestions to director or teacher.
- Assist in seasonal celebrations.
- Become a resource for needed items (paper, dress-up clothes, plastic containers, ribbon, yarn etc).
- Volunteer classroom time when possible or just visit with us when you can.
- Show interest in your child's daily experiences.

## **Conferences:**

Parent/Teacher conferences will be scheduled each year or as needed.

## **Personal Belongings:**

Clothing should be comfortable, suitable for play, and potentially messy activities. Zippers and buttons should be in working order. Since children will play outdoors daily. Except in rainy, extremely hot (100 or above) or very cold weather (below 32). Please send appropriate outerwear as needed (sweaters, coats, jackets, hats, gloves/mittens, sunscreen). Do not leave strings on hats or hoods as they are a choking hazard on the playground. **Open toe shoes and flip-flops are not acceptable footwear.** Parents are responsible for having an extra set of clothing at the center. Soiled clothing should be replaced the following day. All clothing and personal items should be labeled with the child's name.

If your child is too sick to go outside, they are too sick to come to the center. We have no one to watch children who do not go outside with their class.

Please label sunscreen with your child's name and fill out a medical release form found in the classroom.

Good jewelry, umbrellas, toys, game boys, gum and candy should not be brought to IFBC CDC.

### **Infant/Toddler Supplies:**

Parents will supply diapers, wipes, and bibs for young children. Please bring enough the first day of the week to last all week. Check supplies daily and replenish as needed. A one day supply must always be available. Children are changed on an average of four times per day. Please send food supply for one day only. We are not able to store extra food. All bottles should be premixed and labeled with the child's name.

### **Bottle and Sippy-Cup Policy:**

Due to Health Department regulations, a clean (sanitized) sippy-cup or bottle must be used for each meal or snack. In order to be in compliance, the following is our procedure:

- Infants - Send a clean, sanitized bottle or sippy-cup for every meal or snack. **NO GLASS BOTTLES OR CUPS.**
- All bottles must be made at home and the bottles labeled, including the tops.
- Older Infants/Toddlers - Send at least three (3) clean sippy-cups plus the one they are drinking from in the morning. We will use the first one for the morning snack. We will use the other three for lunch, afternoon snack, and extra water.
- **If no sippy-cup is provided your child will drink from a small plastic cup.**
- All other rooms (2s through 4s) will use small disposable cups for all meals and snacks. Sippy-cups will not be used in these classrooms.

### **Visitors:**

The open-door policy will apply to parents of enrolled children. You may visit in the classroom or volunteer to assist the teacher whenever possible.

To ensure the safety of our children all other visitors are welcome to observe after checking with the CDC office.

Permission must be obtained from the Director for children not enrolled to visit the classroom.