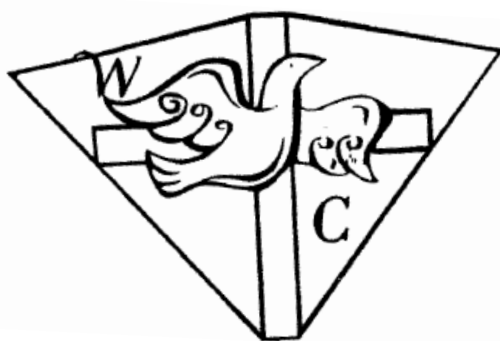




PARENT HANDBOOK



**Welcome to our
learning academy!**

**Where your child can
grow spiritually,
emotionally, socially,
and cognitively.**

**Through play-based
learning experiences**

**While exploring,
learning, and working**

**To become a lifetime
learner in our society**

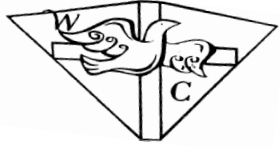
W. C. CHRISTIAN ACADEMY

1202 Central Ave Summerville, S C

28483

(843) 871-5652

www.wcchristianacademy.com



W.C. CHRISTIAN ACADEMY

POLICY HANDBOOK

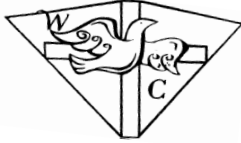
Address: 1202 Central Ave.
Summerville, S.C. 29483

Phone: (843) 871-5652
Fax: (843) 871-5683

Email Address: www.wccamt1@gmail.com
Website: wcchristianacademy.org

Owner/Executive Director: Maggie Tucker

Hours of Operation: Monday-Friday 6:30 am-5:30 pm



OUR MISSION

The mission of W. C. Christian Academy is to provide a faith-based and a developmentally appropriate program for young children in a healthy and safe environment to set the foundations of their spiritual growth as well as to cultivate independent thinkers and life-long learners.

Our Philosophy

The philosophy of the W.C. Christian Academy program is to foster development in children that will enable them to take an active part in society, and to support children's growth spiritually, emotionally, socially, creatively, intellectually and physically. We firmly believe that children learn through play-based experiences that are meaningful and relevant to their lives. With this in mind, we adhere to several underlying principles of development that guide our thinking and the implementation of this program. Each classroom is set up so that children can explore various materials on their level in blocks, manipulatives, art, writing, science, library, dramatic play, computer, and the outdoors. Thus, we believe that giving children a wide variety of opportunities to actively explore, manipulate, question, and discover can best facilitate cognitive development for future life-long learners.

W.C. Christian Academy

Calendar Year 2024-2025

Aug. 30 and Sept. 2	Labor Day
September 27	Closed 2:00 p.m.
October 25	Closed 2:00 p.m.
November 27-29	Thanksgiving Holiday
December 24	Closed 2:00 p.m. Christmas Holiday
December 25-27	Christmas Holiday
December 31	Closed 2:00 p.m.
January 1	Closed for New Year's Day
January 20	Martin Luther King, Jr. Day
January 24	Closed 2:00 p.m.
February 17	Closed Presidents' Day
February 28	Closed 2:00 p.m.
March 28	Closed 2:00 p.m.
April 18	Good Friday
May 23 and 26	Memorial Day
June 19	National Independence Day
July 3 and 4	Independence Day

These are the dates the center will be closed.

The calendar is subject to change.

About Our Program



Infants (6 weeks-12 months)

In the infant classroom, the children will explore the world around them and learn through various activities that support individual needs socially, physically, emotionally, cognitively, and linguistically. An infant's daily routine includes music and movement, story time, rhyme time, exploration, sensory play, and fine and gross motor activities along with countless interactions with the teacher. An early childhood milestones checklist will be used to see how your infant is progressing in our program



Toddlers (12 months to 24 months): These little ones are constantly on the go. During this stage of development, children are still learning about their world through exploratory play. Learning activities are catered to the whole group and individual needs socially, physically, emotionally, cognitively, and linguistically. The toddlers' daily routine includes music and movement, story time, rhyme time, sensory play, creative art, and fine and gross motor activities along with countless interactions with the teacher. An early childhood milestones checklist will be used to see how your toddler is progressing in our program.



Twos (2 years old): By now your toddler will understand two-stage commands ("Get your socks and put them in the basket") and understand the contrasting concepts or meanings like hot/cold, stop/go, in/on, and nice/yucky. During this stage of development, the children become more independent and more inquisitive. The two daily routines include music and movement, story time, rhyme time, sensory play, creative art, and fine and gross motor activities along with countless interactions with the teacher. An early childhood milestones checklist will be used to see how your two-year old is progressing in our program.



Preschool 3 (3 years old): Sentences are becoming longer, and children can combine four or more words. The following activities are still needed to help children grow socially, physically, cognitively and linguistically daily: music and movement, story time, rhyme time, sensory play, creative art, and fine and gross motor activities. Along with positive interactions from an experienced teacher and interactions with the materials in the classroom. An early childhood milestones checklist will be used to see how your three-year-old is progressing in our program.



PreK4 (4year olds): We offer Pre-K (4K). It is through S.C. First Steps. This program uses the Creative Curriculum. The curriculum engages all children physically, cognitively, emotionally, linguistically and socially. The discipline portion of the curriculum is Conscious Discipline where it incorporates being a family at school. The program uses Teaching Strategies Gold for assessing your four-year old progress along with data collected from anecdotal records (observations) . These children will be more than ready for kindergarten in public or private schools.

Curriculum

Each classroom at W.C. Christian Academy is center based. We will be using the Creative Curriculum for ages birth to 4 years old. The Creative Curriculum is a comprehensive, research-based curriculum led by student interest that encourages critical thinking skills through investigations and project-based learning. It's an interdisciplinary curriculum that embeds components for different parts of your day, including math and literacy, all driven through play.

Dual Language Learners (DLL) Curriculum

Implementing an evidence-based curriculum with an intentional plan for DLL takes comprehensive planning (meeting the whole child). As the number of dual language learners (DLLs) in early childhood settings continues to rise, we need to know how to teach, engage, and assess children from different cultural and linguistic backgrounds. The curriculum needs to be engaging and contain effective developmentally appropriate strategies for teaching young DLLs. Ask about our policy and curriculum for teaching dual language learners.

Early Screening Includes Speech, Occupational Therapy, and Physical Therapy

Teachers will use anecdotal records and the ASQ Ages and Stages Questionnaire (ASQ-3) to help with early detection. Teachers will receive training on how to use the assessments.

Agencies we use: Tri-County Therapy or Cooper River Pediatric Therapy and Babynet.

Early screening of children participating in our program will be performed yearly and as needed for speech skills, fine and gross motor skills, and receptive skills.

Early intervention is about taking action as soon as possible to tackle problems for children and families before they become more difficult to reverse.

Positive early experiences are essential prerequisites for later success in school, the workplace, and the community. Services to young children who have or are at risk for developmental delays have been shown to **positively impact outcomes across developmental domains**, including health,³ language and communication,⁴⁻⁷ cognitive development^{8,9}, and social/emotional development.^{8,10} Families benefit

from early intervention by being able to better meet their children's special needs from an early age and throughout their lives.

(The Importance of Early Intervention for Infants and Toddlers and their Families July 2011)

Inclusion Policy

Here at W. C. Christian Academy, we believe that all children should be treated equitably and with respect. We support inclusive developmentally appropriate early learning and development experiences that support each child in our care. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Non-Discrimination

At W.C. Christian Academy equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students. W. C. Christian Academy has formed a partnership with Tri-County Therapy. They along with Cooper River Pediatric Therapy will perform developmental screening on children enrolled at W.C. Christian Academy.

Policies & Procedures

Hours of Operation: 6:30 to 5:30 Monday thru Friday

Payment Policy

All parents enrolling their child(ren) in a program at W. C. Christian Academy are expected to sign a contract.

A \$100.00 non-refundable application fee is required for each child and will ensure placement on our waiting list. The application fee is renewed yearly in July. It is non-refundable. Once a spot becomes available, you will be notified of a start date.

W.C. Board of Directors sets tuition fees. Your child is enrolled at the Center on a year-round basis. During any absences, including sickness, holidays and vacation, fee payments continue for each child; there are no discounts. Fees are subject to yearly increases each July or upon a 30-day notice.

Payment is due the first day you start. Advance payments are paid every Friday in advance for the upcoming week. Tuition payments received after Monday are considered late for that week. Payments can be cash, a written check or money order made out to W.C. Christian Academy.

If a child is not ready to start at the Center when an opening occurs, and the family is still interested in enrolling, weekly tuition must be paid from the time of the opening to hold the available space.

Fees during illness, holidays and vacation

Your child is enrolled at the WC on a year-round basis. During any absence, including sickness or holidays, fee payments continue for each child. **The center will not give discounts for days your child is absent.**

If your child is unable to attend for whatever reason, weekly payments are due as stated above. The director must be notified, or a spot will not be held for your child.

Please do leave payments in an envelope in your child's folder or bag.

Receipts will be issued for payments. An end-of-the-year statement will be issued in the new year before January.

Tuition -All payments are due by Friday in advance(for the upcoming week). If payment is not received by Monday, the first of the week, a \$30 late fee will be added to your account, and it must be paid along with your tuition payment. W. C. Christian Academy will be no back payments for ABC Vouchers/Scholarships. The day you come in with your letter, a connection card will be filled out for that week or the following week.

Sibling Discount

A tuition fee discount will be offered to full-time families with more than one child enrolled at the center. For families with two children enrolled, the discount will be \$10.00 off the tuition cost for the second child enrolled. For families with three or more children enrolled, the discount will be \$10.00 off the tuition cost for each of the following: second child enrolled, third child enrolled, etc.

Vacation

There will be no discount for vacation days taken. Parents are expected to pay their full-time tuition fee as stated in this policy and their contract.

Check Return Fee

There will be a \$30.00 charge for each returned check.

Late Pickup

Parents must arrive within sufficient time to exit the Center by closing time of 5:30 PM. A late fee begins at 5:31 of \$10 the first minute per minute per child will be charged for any late pick-ups. After that there will be an additional \$1 a minute charge for **each child**. This fine is charged regardless of the reason for lateness or prior notification from the parent that they will be delayed. This fee must be paid the same day. If not paid, your child will not be able to return. Excessive late pick-ups will warrant a meeting with the Director.

Pickup after 10 Hours of Care

W. C. provides 10 hours a day care for each child (no carryover). If parents come past the ten hours, it is considered a late pickup. Late fee will be charged after 10 hours of care. The fee is the same as the late pick up above. Fee is due that same day or before you drop your child off the next day. **No exceptions**

Example: Signed in at 7:00 a.m. Picked up at 5:15 p.m. The parents are 15 minutes late.

Attendance and Arrival

The desk clerk or parents will be responsible for signing the children in and out on the sign-in and –out sheet at W.C. Christian Academy. This sheet is located at the front desk. The classroom teacher is responsible for keeping attendance for his/her room.

Parents **should not** leave their children unattended in the parking lot.

4K- All children enrolled in SC First Steps Pre-K (4) are expected to be in their classroom by 7:30 a.m. Monday through Friday. After the third unexcused tardy, a parent conference will be scheduled. The 4K program ends at 1:55 p.m. Monday through Friday. After 2:00 p.m. (2:01 p.m.) parents will be charged \$10.00 and \$2.00 for each minute after that.

All children (infants to age 4) are expected to be in their classroom by 8:00 a.m., Monday through Friday. Your child will not be allowed to come after 8:00 a.m.

Tracking

All children are tracked in the center at the time of arrival. The teacher/caregiver is responsible for tracking each child in his/her care and their whereabouts throughout the day (from arrival to dismissal).

Absences

If your child is going to be absent from school for any reason, please be sure to call the director or office manager.

Withdraws

For families whose child has been accepted into the First Steps 4K Program, you are expected to follow the guidelines in the 4K Handbook.

For other parents, a two-week notice should be given to the director in writing.

Part-Time

W. C. Christian Academy does not provide part-time care for any of the following ages: infants, toddlers, twos, threes, and fours.

Drop-off & Pick-up

Each child must be signed in/out of the center by your child's teacher. Children will only be released to adults authorized by their parents (see enrollment). All responsible adults should have a valid state photo ID (driver's license) and must check in at the front desk. *Note: When picking up or dropping off your little one,*

please do not leave children unattended in your car or the parking lot area. Also, please do not bring other older siblings or other children when you come to pick up your child/children.

Enrollment Requirements

We adhere to the public school's policy for placing children in classrooms. The birthday cut-off is September 1.

For all parents enrolling a child, the following documents are needed.

- Parent's driver's license
- A copy of the child's birth certificate

Naptime

Each infant will be assigned a crib. Clean crib sheets will be provided by the center.

Each child one year old and older will be given a cot to sleep on during nap time. Clean cot sheets will be provided by the center.

Naptime/Quiet time is from 12:00 p.m. to 2:00 p.m. The center will not allow anyone in the program after 8:00 a.m. A doctor's excuse is required.

Social distancing will be adhered to as much as possible.

Due to the pandemic (COVID-19), no blankets, pillows, or other items used for sleep are allowed at W.C. Please keep items mentioned at home. Students enrolled in the 4K program will follow First Steps guidelines for naptime. **No child will be allowed to come to daycare during nap time.**

Chemicals: Bug-repellent sprays and suntan lotions are not prohibited at W.C. Christian Academy. Parents should apply the items mentioned to their children before bringing them to daycare.

Allergies: Please notify the Office Manager and your child's teacher of any known allergies (food, medication, etc.). Also, please note this on your child's enrollment paperwork. **Children with milk allergies must have a doctor's excuse.**

Communication Policy

Daily Communications. Daily activity sheets or calendars from your child's teacher (staff) will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day or handed out to you personally. Parents will be informed when the center changes over to an online communication program. Then, day activity sheets can be viewed online.

Bulletin Boards. Located throughout the center, current bulletin boards provide center news, photos of our families, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Weekly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking. Parents will be informed when the center changes over to Alliance Core, an online communication program. Newsletters can be viewed online.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

Family Night. Family nights are scheduled for a minimum of four to six a year. These nights include pizza to go and fun-filled age-appropriate activities for you and your child. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Family/Parent/Teacher Conferences

Teachers at present are conferencing with parents (informally) about what they observe in their children daily. The teachers are constantly reviewing the checklist for each child. Parents are getting immediate feedback.

Parent-teacher conferences will be held at least two times a year or as needed (Fall and Spring) for children having some difficulty meeting the age-appropriate milestones. The conference will be scheduled in advance about your child's growth and development. Conferences can be requested in advance by a parent. The 4K teacher will follow the First Steps guidelines for Family/Parent Teacher Conferences. These conferences are held four times a year. (fall, winter, spring, and summer)

Emergency Consent Policy. This form is in the enrollment packet. It must be filled on each child entering the program at W. C. Academy.

I _____ give permission to W.C. Christian Academy to provide emergency medical treatment for my child(ren) while they are at the facility.

Child's Name: _____ DOB: _____

Mother/Guardian's Name: _____

Home Phone _____ Cell Phone # _____ Work Phone # _____

Email: _____

Father/Guardian's Name: _____

Home Phone _____ Cell Phone _____ Work Phone # _____

Insurance Information:

Insurer's Name: _____ Policy Number: _____

Insurance Name: _____

Pediatrician Name: _____ Telephone Number: _____

My child is taking the following Medications: _____

My child has the following allergies: _____

Allergic Reactions: _____

Children will be transported by EMS to _____ Hospital.

Print Name _____ Date _____

Signature: _____ Date: _____

Immunizations: It is our policy that all children entering our center have an updated copy of their immunization records. These immunization records must be on the South Carolina Certificate of Immunization which is provided by your child's doctor or the health department. Please be sure to update your child's immunization record at school each time he/she receives new immunizations. There will be no exceptions and no exemptions to this rule. If your child's immunization is not up to date, your child will not be able to come to daycare.

Toys & Jewelry

W.C. asks that you do not bring toys, books, and jewelry from home. Only on "Show and Tell" day where children can bring in special items from home to share. W.C. Christian Academy and the teacher will not be responsible for broken/lost toys and jewelry. W.C. does not allow toy guns or sharp objects at school.

"Show and Tell" will be allowed only when specified by the classroom teacher.

Earrings: Your child will participate in physical activities daily. For the safety of your child, wearing earrings is not allowed.

Car Seats

W. C. Christian Academy will not be able to store car seats, strollers, swings, suitcases, etc., in the building. We have limited storage space up front and in the classrooms. It will be your choice to leave your child's items in front of the building outside. If possible, please make arrangements in advance with the person(s) responsible for picking up your child.

School Closings (Holidays and Increment weather)

W.C. Christian Academy follows Dorchester County School District 2 school closure for inclement weather conditions. If possible, parents will be notified through the online program, email, and phone. Also, refer to your local T.V. stations. Please make sure the center has your most recent phone number and email address on the file.

Termination or changing contract

Any change in your child's contract requires 2 weeks' written notice. Should you decide to terminate your contract at W.C. Christian Academy for any reason, you must provide the office manager with a **two-week written notice**. If proper notification is not given, parents are expected to pay for the last two weeks. If fees

are not paid, your information will be turned over to a collection agency and reported to the credit bureau.

W.C. Christian Academy does have the right to terminate any contract if policies are not adhered to by the parents or guardians. Also, see the expulsion and suspension policy.

State & Law Enforcement Regulations

We are mandated by the State of South Carolina Department of Social Service and the Department of Children and Youth Services to report neglect and abuse. In addition, we are charged with the safekeeping of each child enrolled in our program and must deliver the best quality childcare possible. If the director, office manager, or teachers reasonably believe that a parent, guardian, or authorized person is not mentally or physically capable of taking custody of the child and delivering quality care, they will contact the proper authorities. If we determine a parent, guardian, or authorized person is not mentally or physically capable of taking custody of the child, we will contact persons in the following order:

Your spouse

Emergency persons listed on your child's Authorized Release Form

Police Department

Department of Social Services

Fire and Emergency Policy and Procedures

Our emergency contact number is posted in the window to the right of the door at all times. W. C. Christian Academy is inspected by the Fire Chief on a regular basis. Our fire alarm is inspected and tested by **Vector Security** annually in August. To help educate and orientate Staff and children about our “**emergency procedures**”, we have monthly fire drills. This helps eliminate panic and teaches everyone what to do in a calm step by step manner. Fire drills are even practiced in the winter so please ensure your child is dressed appropriately as everyone must go out “**as is**”.

If, for any reason W. C. Christian Academy must be **evacuated**, the Staff will follow **emergency evacuation procedures** and then proceed to walk the children across the street to the parking lot in front of the Food Lion grocery store, 1115 Central Avenue. When the children are safe, Parents, Guardians, or Emergency Contact Persons will be called to pick the child(ren) up. Any emergency evacuation or program closure due to an emergency will be reported to the Department of Social Service, Childcare Licensing.

Power, Water, or Natural Gas Failure

There may be occasions when the facility has lost its power, water, and/or gas supply. At W. C. Christian Academy, our primary concern during these times is to keep the children safe and comfortable.

Any disruption to the power, water, or gas supply for an extended period of time (after 1 hour without service) could result in the need for the facility to close. In these situations:

- The parents must be contacted to pick up their children, and,
- If necessary, the emergency procedures plan will be initiated.

Severe Weather (Tornado)

In the case of a Tornado watch for our area, the staff will begin calling parents to let them know of the severe weather situation. At this point, if possible, parents can come to pick up their children. In the event the **Tornado Watch** becomes a **Tornado Warning**, staff will follow the Center’s **Lock Down Procedures** (move children left to the middle of the center away from the windows and provide stimulating activities for the children). Staff will continue to assess the situation through information from the local news channel (Channel 5 New) and the internet. At this point, staff

will begin to place all children's mats and any soft pillows inside the center room (to cover everyone if necessary) and ensure the **children's attendance, emergency backpack, flashlight, and the survival kit with food and water (updated for every severe weather season) is accessible**. If a **Tornado** is imminent and the storm becomes severe, if possible, Parents and Emergency Response will be notified.

Field Trip

W. C. Christian Academy will not plan field trips away from the center involving bus transportation. In-house field trips from a parent, a qualified organization, Dorchester County Library or a neighborhood walk will be allowed. Parents must complete and sign the permission form and/or DSS Extra Curricular Activities form for their children to participate. Also, DSS guidelines must be followed by parents/guardians and W. C. Christian Academy. All forms must be filled out and signed before your child can participate in any extracurricular activities.

Transportation

W.C. will not be transporting children to school, and we will not be picking up children from school for the afternoon/end of a full school day.

Medication Administration Policy

W.C. Christian Academy staff will not be administering medications to any child in our care.

W.C. Christian Academy will:

- Apply diaper cream as needed for diaper rashes.
- Use the Nebulizer to administer medication to treat breathing disorders as prescribed by the child's physician. Parents must have a written procedure on how the medication is to be administered.
This medication must have the child's name and the doctor's name. It must come in the original labeled box or container. **Expired medication will not be administered to any child by W.C. Christian Academy staff.**

Medication for the **Nebulizer** must have the following information:

1. It must be in the original pharmacy container.
2. Must have the full name of the child who is receiving the prescription medication.
3. The box and medicine bottle must have the pharmacy's name, address, telephone number, and the prescription number.
4. Medicine must be in a child-proof container.
5. The medicine container must have instructions for administering the medication.

The caregiver will only administer the Nebulizer treatment twice a day. Anything more than that, the child should be kept at home.

The only other medication that W. C. will apply is over-the-counter diaper cream. Parents must give daycare permission to apply as needed. The medication must be labeled with the child's name.

Pick-Up Policy/Release of Children

Anyone who picks up a child from W.C. Christian Academy must be on the child's pickup list, on their enrollment form, and must be at least 18 years of age. Also, this person must have an updated identification card.

For those who are not on the pick-up list, parents will be called or a call from the parent in advance letting us know the name of the person picking up the child. This person and the driver of the car must present a current driver's license for identification.

If a person comes to pick up your child is not the driver of the car and does not have a current driver's license, this person can use a valid identification card or can also use the "Family Code Word" (Password) which helps us to better identify the right person who is picking up your child(ren). Without this very important information, no child will be released from W.C. Christian Academy without proper identification and a "Family Code Word" known as a password.

"Picture Me"

W.C. Christian Academy is very proud of our "**Picture Me**" program. This program allows W.C. Christian Child Academy to take pictures of your child participating in various classroom activities, special celebrations, and field trips. Through the "**Picture Me**" program, we are hoping to bridge the gap between school and home. Also, these pictures would be used on our bulletin boards, in the classroom on cubbies, and in our school newspaper. By signing below, you give W.C. Christian Academy to take pictures of your child.

Children enrolled in the First Steps 4K program pictures will be shared with SC First Steps for them to use appropriately.

Building Privileges for Parents and Specialists/Therapists/Interventionists

Parents/guardians will have free and full access to their child(ren) attending W. C. Christian Academy. Parents/guardians are expected to wash/sanitize their hands; Germ-X at the desk. Our job is to provide a healthy and safe environment for all children at all times.

Visitors from Tri-County Therapy, Cooper River Therapy, and other, early intervention/specialist groups for young children will be allowed to enter the building. They are to follow the procedures below.

1. Therapists must get their temperature checked (less than 99 degrees).
2. Therapists must wash their hands with soap and water.
3. Therapists must sign in on the visitor log and write in temperature.
4. Therapists are to work in the area designated in the front. Therapists will not be allowed in the child's classroom.
5. The teacher or desk clerk will bring the child and take the child back to the classroom.
6. At the end of the session, each therapist is expected to sanitize and clean the work area.

Parents will give consent for special activities by signing the extra-curriculum activities form for their child to participate in activities with a specialist/therapist.

Confidentially Policy

All records and information about your child are confidential. We do not share any information about your child with outsiders. W.C. Christian Academy values you and your family's privacy. The only people who will/can have access to your information are the director (W.C.) and the Department of Social Services (DSS). Parents are encouraged not to give out personal information, phone numbers, and email addresses to caregivers or teachers. If approached, please notify the director. All information pertaining to your child (name, address, family information, and child identification) will be kept in a locked file box at the front desk.

Provisional Employment

We will not be using provisional guidelines for hiring people to provide care for enrolled children. We will follow the DSS guidelines for hiring all experienced persons when an unexpected staff vacancy occurs.

Teachers and other staff members

DSS guidelines for hiring all teachers, substitutes, maintenance staff, and cooks will be adhered to by W. C. Christian Academy.

Screening Policy and Procedures

Statement

Continuous observations and recordings of each child's actions, behaviors and skills increase the staff's knowledge of the child's strengths and abilities. Consequently, this enables the staff to plan a program and create a physical environment that fulfills the needs of each child.

The use of Ages and Stages Questionnaire (ASQ), a developmental screening tool and a free early screening from Tri-County Therapy, Cooper River Pediatric Therapy or a reliable agency will be performed yearly screening on each child enrolled at W. C. Christian Academy. New enrollees are included.

Policy

- ✓ To monitor and record each child's progress
- ✓ To plan and implement activities that build on the children's interests and strengths as well as challenge them to new skills and
It is the experience responsibility of each Primary Staff at Kinder House:
- ✓ To document the milestones and achievements of each child
- ✓ To ensure the assessment of the children's development is done through observations only, traditional testing is discouraged.
- ✓ To ensure the individuality and uniqueness of each child is celebrated
- ✓ To provide accurate feedback to parents
- ✓ To ensure that each child's records are kept confidential
- ✓ Parents release must be obtained to share the child's records

Procedures

Each child will have a portfolio that consists of:

- Ongoing anecdotal observations that reflect the progress of the child, including the child's interests, strengths, milestones achieved, etc.
- Pictures of special events and samples of the child's crafts/activities that demonstrate the child's abilities, strengths, and milestones achieved.
- Last, the parent's goals for their child.

REFERRAL POLICY & PROCEDURE – IEP/IFSP IMPLEMENTATION POLICY

In order to ensure that the needs of children with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) are met, the following procedures will be implemented.

If an IEP is needed, the process will include a public-school IEP team in the area.

Director will:

- Ask all families to complete a request form for a child's IEP/IFSP copy. This request will be placed in each child's file.
- File all copies of IEP/IFSPs in the child's file to be readily available to share with the teaching team.
- Provide copies of IEP/IFSP goals to the child's teacher(s) and discuss strategies for meeting the goals.
- Ensure all teachers are trained in how to implement an IEP/IFSP. Training will be documented in each teacher's professional development record (PDR).
- Contact early intervention staff/consultants to schedule periodic meetings with the child's family and teacher(s) to discuss the child's progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.
- Request permission from families to attend any meetings with the early intervention team related to changes to the IEP/IFSP.
- Monitor teachers' work towards supporting the child in meeting IEP/IFSP goals.
- Request additional help from the early intervention team if needed.
- Ensure teachers conduct family conferences to report on progress.

Teaching Team will:

- Observe and document the child's progress towards goals weekly and use their notes to individualize lesson plans.
- Complete a communication log between the home and the teachers daily for each child with an IEP/IFSP.
- Prepare for and conduct family conferences at least 3 times a year to share progress on IEP/IFSP goals, the child's development, and participation in the classroom.
- Meet with the family to plan for and discuss transitioning to new classrooms or programs. An individualized plan will be created as needed to ensure a successful transition for the child.

Discipline Policy

Every child at W.C. Christian Child Academy will be given the opportunity to learn and grow. Our teachers are very experienced and well educated. They will help your child to develop socially, emotionally, cognitively and linguistically. It is through positive reinforcement and positive discipline that the children will learn acceptable appropriate behaviors.

At W.C. Christian Academy, each classroom has a set of “classroom rules” that the teacher will reinforce daily, such as: quiet voice, walking feet, hugging hands, sharing with friends, etc. The discipline will be developmentally appropriate for each age group.

If we have to correct inappropriate behavior the following guidelines are followed:

1. Teacher/Child conversation about the appropriate behavior.
2. At the first sign of an inappropriate behavior, the teacher will talk with the child one-on-one and set the guidelines for appropriate behavior for that age group.
3. Re-direct- If a child is doing something inappropriate, the Childcare Specialist will gently guide them to a new activity and explain how we are expected to do things (appropriate for that age group).
4. “Catch a child being good”- Our Childcare Specialist the “Catch a child being good technique” by acknowledging or praising a child. Letting him/her know that the Childcare Specialist is very proud and approves of the behavior.
5. Time Away- A child may sit in the time away seat if we are unable to resolve the inappropriate behavior. A quiet chair away from his/her peers is available to sit and think about what happened.

Consultative Parent/Staff Meeting

Inappropriate behavior that reoccurs will most effectively be met with a plan of action that involves the parents and the center. Such behavior will be documented. If subsequent formal parent conferences take place, the results of the conference will be documented as well. Keeping in mind that we want what is best for the child.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a daycare, we understand that biting, unfortunately, is a part of a daycare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child who bites learn other ways to express themselves that are more appropriate. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified
3. The "Injury Occurring at School" form is filled out documenting the incident.

An accident document form will be filled out on each occurrence. The form will be signed by the director, the childcare specialist, and the parents.

For the child that bit:

1. The teacher will firmly tell the child "Biting hurts our friends!"

2. The child will be redirected.
3. The parents will be notified.
4. The "Incident/Injury Form" is filled out documenting the incident by the teacher.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and redirected toward more positive behavior.

W. C. Christian Academy Dress Policy

Health and Safety #1 Please make sure your child has what is needed before he or she comes to daycare; otherwise, your child will be sent back home.

1. Your child must have the appropriate amount for changing clothes at daycare.
2. No sundresses, spaghetti strap dresses, and tank top; No daisy Dukes, shorty shorts or short skirts. Proper length can be determined by laying each arm of your child down by their side (middle finger test). Too short, the **child will be sent home. The shirt/top cannot be longer than the shorts. Suggested that girls ages 3 and up wear pant shorts under skirts and dresses to daycare.**
3. No tight pants, shorts, skirts, dresses, and small tight shirts/tops; not appropriate.
4. No pants or jeans with holes, rips, or tears.
5. No long shirts for girls/boys. Shirts must come down to the child's hips, not to the knees.
6. No big, baggy, loose pants, shorts, and big shirts are to be worn to daycare. Just their size. Clothes should not be falling off your child.
7. No pajamas or pajamas like clothing should be worn. (Only, when specified by the center)

Shoes

1. **All children (infants to 5 years old)** are expected to wear socks and shoes to W. C. Christian Academy
2. No slip-on shoes, crocks, flip-flops, opened-toe sandals, or gel shoes (see policy for infants and toddlers). **Wear shoes with shoelaces that tie or with Velcro straps.** High tops and tennis shoes must be tied to the top. **All lacing holes must be laced.**
3. **No shoes with zippers, no boots, and no shoes that are too big.**



Jewelry, Hats, and Hair

1. No earrings, jewelry, hair beads, hair twists, tiny hair clips, or barrettes.
2. No hats and caps are allowed for daycare. If worn, these items will be placed in your child's cubby.
3. **No dyed/colored hair or colored tracks braided in hair.**
4. All children enrolled, hair must be neat daily (washed, combed, braided and cut). Hair bangs must be cut away from the eyes for health and safety. No braids dangling down in front of face/eyes. Your child's view of his/her environment should be clear at all times.

We do not celebrate Halloween. No matter the season, the following cannot be worn.

Leprechauns, ghosts, black cats, bats, goblins, spiders, vampires, aliens, crossbones, skulls, pumpkins, no skull heads with eyes and mouth blackened, jack-o-lanterns, and other objects that can have a negative impact on children cannot be worn on clothes, pajamas, shoes, purses, lunch boxes, costumes, and book bags to W.C. Christian Academy.

W. C. Christian Academy Mask Policy

At present, children are no longer required to wear masks. If another health situation occurs, where masks are required, parents will be informed and are expected to follow the guidelines.

Physical Activity Policy

W. C. Christian Academy recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assists in establishing positive lifestyle habits for the future.

The purpose of this policy is to ensure that all children in care are supported and encouraged to engage in active play, develop fundamental movement skills, and have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun, and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day W. C. Christian Academy will:

Daily Outdoor Play (winter temperatures-45 degrees and higher, summer temperature up to 95 degrees)

- Encourage a least restrictive, safe environment for infants, toddlers, two, threes, and fours at all times.
- Provide a designated safe outdoor area for all children for daily outdoor play.
- Engage infants (ages birth to 12 months) in short periods of tummy time (3 to 5 minutes) and increase the amount of time as infants show enjoyment.
- Provide children (ages 1 through 4-year-olds) with at least 90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Increase indoor active playtime so the total amount of active playtime remains the same if the weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Staff in Physical Activity

- Will encourage children to be physically active indoors and outdoors at appropriate times.
- Will provide 5-10 minutes of planned physical activities at least 2 times daily for children aged 3 and older.

Screen Time Limitations

- Not permit screen time (e.g., television, movies, video games, and computers) for infants and children two years and younger.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Playtime or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors such as:

- Redirect the child to alternative situations.
- Make changes to the learning environment by redesigning or enriching it.
- Help the child see alternatives, make decisions, and develop problem-solving skills.
- Teach, model, and encourage appropriate behavior.
- Create simple and reasonable rules.
- Create logical consequences when appropriate.

Appropriate Dress for Physical Activity

W. C. Christian Academy has a dress policy. Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. Please label all clothing with your child's name.

It is our expectation that children will go outside **EVERYDAY!** If you feel your child is too sick to go outside, then he/she is too sick to be at the childcare center. We request that you keep him/her at home until they are well enough to go outside.

Nutrition Policy

Good nutrition is vital to children's overall development and well-being. To provide the best possible nutrition environment for the children in our facility, W. C. Christian Academy has planned a nutrition policy to encourage the development of good eating habits that will last a lifetime.

Meals and snacks

Healthy eating is taught and modeled throughout the school day as well. We used the USDA/CACFP guidelines for preparing and serving all meals and snacks to all of our children.

Children between the ages of one and five years old are not allowed to bring food (breakfast foods, milk, juice, snacks, and lunch) into the center from home unless specified; ***only on field trips, parents are allowed to send in a packed lunch box for their child.***

W.C. Christian Academy will provide three meals a day for children ages one to five years old. These meals are:

- Breakfast (served between 6:30 A.M. – 7:45 A.M.)
- Lunch (served between 10:00 A.M. – 11:30 A.M.)
- Afternoon snack (served between 2:00 P.M. – 3:00 P.M.)

For children under a year old, parents are to provide the food items. See the "Check My Infant Off" policy.

Milk will be provided for all children ages 1 to 5 years old.

- One year-old will have whole milk with meals/snacks
- Two years old and older will have 1% milk with meals/snacks.

Food Allergies

Please inform the director of all food allergies. Your child's name will be placed on the "Children with Food Allergies" list for teachers and the cook to review before serving all meals. **Children with food and milk allergies must have a doctor's excuse.**

NO OUTSIDE FOOD IS ALLOWED FOR CHILDREN AGES 1 TO 5 YEARS OLD

If your child has a severe food allergy, a doctor's excuse is needed. Only then, parents are allowed to bring a nutrition meal (follow USDA/CACFP guidelines) to daycare for the child to eat. Otherwise, your child will eat what food items are on the menu.

Nutrition and Punishment Staff will never use food as a punishment.

Role of Staff/Teacher

- Teacher provides opportunities for children to learn about nutrition 1 time per week or more by planning a mini lesson once a week.
- Staff act as role models for healthy eating in front of the children.
- At least 1 staff member joins the children at the table for meals and snacks.

Our menus are carefully planned to follow childcare nutrition guidelines for every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size, and texture. We also like to introduce new and different foods that are **culturally diverse** and seasonally appropriate. Menus are rotated on a W. C. Christian Academy 's menu-rotation week basis to provide the children with a balance of variety and familiarity.

Food Accommodations

W. C. Christian Academy will make accommodations as needed for special dietary requirements of children based on physical, religious, or cultural beliefs. Physical accommodation needs a doctor's excuse.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our childcare center. A birthday party will be held once a month in each classroom (the last Friday of the month). If you would like to recognize your child's actual birthday, we request that you not send in treats or goody bags but instead send a birthday book. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door.

Our holiday policy also encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Thanksgiving

Christmas

Easter

Cinco de mayo

Professional Development

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children (infants, toddlers, and/or preschoolers).

Fund-raising with non-food items

At the present time, we do not plan fund-raising with non-food items.

Health and Illness Policy

If a child exhibits any of the following symptoms below, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called. Parents have **one hour** to pick up sick children. Temperature check upon child's arrival at the center. A fever of 99 degrees or higher, your child will be sent home. Your children must be fever-free for a minimum of 24 hours before returning back to daycare. **Example: Child sent home Monday, the child stays home Tuesday, and the child returns Wednesday.** The same guideline used for fevers will be used for children with a runny nose, vomiting, and diarrhea. The center **will not administer any pain/fever-reducing medicine to your child.**

DHEC guidelines – all listed below must have a doctor's excuse to return to daycare.

Serve pain or discomfort	Difficulty or rapid breathing*
Diarrhea (after the second time, sent home)	Burns/Bleeding/weeping skin lesions*
Vomiting (twice in a day, then sent home)	Skin rashes*
Swollen joints*	Hand Foot and Mouth* (home for 11-14 days)
Severe coughing	Visibly enlarged lymph nodes*
Yellow eyes or jaundiced skin*	Stiff neck*
Red eyes with discharge*	Blood in urine/stool*
Infected, untreated skin patches*	Runny Nose*
Thrush –Candidiasis*	

All below must have a doctor's excuse to return to daycare.

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illness</u>	<u>Contact Illnesses</u>
Chicken pox**	Salmonella*	Impetigo*
German measles	Giardia Lamblia*	Lice
Hemophilus influenza* (HIB- NOT -the Flu)	Hepatitis A*	Scabies
Meningococcus	E. Coli*	Ring Worm
Mumps*	Salmonella Typhi*	
Strep Throat)		
Tuberculosis		
Whooping cough		
RSV*		
COVID-19 or related (DHEC Guidelines and Doctor's excuse-up to 10 days home)		

****Severe injury** to the head, eyes, face, and other body parts, parents must have a doctor's excuse stating that the injury would not interfere with the child's routine at school, and it is okay for them to return to school.

ALL CHILDREN are expected to wash their hands after arrival at W.C. Christian Academy.

Again, parents are notified by phone for all fevers. The parent has one hour (from the time of call) to pick up his or her child from daycare. W. C. Christian Academy does not provide care for **mildly ill** children.

COVID 19 Symptoms for Children (CDC)

Please be mindful of other children in our care. Please keep your child at home if he or she has any of these symptoms.

- Fever or chills
- Coughs
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- a rash on skin, or discoloration of fingers or toes
- Conjunctivitis
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Teacher Change/Transition Policy

The program seeks to minimize changes in teachers and caregivers during the school year so that children and families can enjoy the comfort and security of a familiar face and a consistent learning environment. If a change in staff is necessary, the program will prepare children and families and ease the transition by following the procedure below. *The transition process is a team effort that involves everyone at the center, regardless of organizational position.*

Responsibility & Accountability

The Director is responsible for enforcing the policy by ensuring that staff understand the policy and follow the procedure. The Departing Staff Member, Replacement Staff Member, and staff assigned to fill positions temporarily are accountable for executing the policy and procedure.

Procedure

1. *A letter will be sent home to the affected children's families to inform them of the upcoming change in staff.*
2. *The new teacher will arrange to meet the children and families and promote familiarity and recognition.*
3. *The new teacher will visit the classroom to observe the daily routine and interactions between the teacher and children.*
4. *Three to four days prior to departure the new teacher will come into the classroom to co-teach lessons, interact with the children, and learn more about each individual child through reviewing any documentation or assessments. The new teacher will be given a clear overview of each child's development and progress.*
5. *The departing staff member will talk with the children about his/her departure. There will be a "goodbye activity" (such as a special snack) and the children will have the opportunity to make cards, pictures, etc.*
6. *If possible, the departing teacher will periodically visit his/her first classroom during the first two weeks following his/her departure.*
7. *If there are two teachers in the room and one teacher leaves the program, the second teacher will help the children cope with the change.*
8. *When possible, job openings will be filled from qualified substitutes and part-time personnel who are already familiar with the children.*
9. *When a teacher leaves abruptly and there is no opportunity to plan for the change, the following procedure will be followed:*
 - a. *A letter will be sent home to notify the children's families immediately.*
 - b. *The director or an experienced teacher from another classroom will function as a temporary teacher until a replacement teacher arrives.*
 - c. *The center will make every effort to have staff recognized by the children, such as part-time teachers, student teachers, and specialists, spend extra time with the children during the transition.*
 - d. *Parents will be invited to spend time in the classroom.*
 - e. *The new teacher will carefully review assessments, IEPs, and INFPs of children in the classroom, and get to know the individual needs of the children ASAP.*
 - f. *The new teacher will review past Getting to Know You Surveys from families and meet with families individually to establish new relationships.*

Transition Policy for Children

We want every child to feel welcome in their classroom. Each child is unique and will respond to change and new experiences in his/her own way. Some children are more resilient and open to change. Some children feel comfortable in a new setting right away and others may take significant time – even weeks! - to adjust to a new classroom, routines, schedule, and teachers.

Teachers must take their cues from each child and respond to interests and needs. Parents should be welcomed and encouraged to assist their child in this transition. The family may have had other changes that have precipitated the placement of the child into our program such as: relocation, new job, medical issues, new baby, etc. When children are moving from one classroom to another, they are leaving the comfort of secure attachments to the current teachers and must form relationships with the new teachers. This takes time and patience; nurturing adults and predictable routines will help the children with transition.

Parents and other adult family members are encouraged to spend time in the classroom, especially at arrival and departure times, sharing activities that the child enjoys such as: reading a book together, doing a puzzle, playing in an area of the room. We encourage families to bring family photos that can be posted in the room or in the child's cubby.

Specifics of the transition process will vary as needed from child to child but generally we follow the procedures below.

For Children New to Our Program

Once a child is enrolled in the program and the application and enrollment process is complete, we schedule a series of visitation days. This may vary based on how a child is adjusting but we encourage the following schedule:

- A morning visit with parent/caregiver ending with sharing lunch (optional) with child at the program. We recommend that morning visits happen for a full week for infants and toddlers but recognize that this may not always be possible for each family.
- A morning visit with parent/caregiver ending with assisting the child to nap (optional).
- Thirty minutes a day experience with parent/caregiver arriving early to assist child in adjustment and returning early enough to visit in the classroom with the child at the end of the day. This routine may be needed for a couple of days.
- Finally, 30 minutes a day experience with minimal support in place.

For Children Transitioning to a New Classroom within Our Program

Transitioning children from one classroom to another is as critical a time as when a child first enrolled in our program. There is a partnership needed between the child's family, the sending teachers, and the receiving teachers that must be in place to afford an effective transition. We follow the procedures below.

- A group meeting for parents/families is offered 1 month prior to the expected transition date. We discuss program goals for the next age group, what a typical day may include, things the children will need from home, introductions of new teachers, and other topics unique to the age group such as potty training for toddlers. Articles and resources are shared with families.
- An individual meeting with each family and the "sending" and "receiving" teachers will be scheduled 3 weeks prior to transitioning. Individual goals for the child, special needs, and family concerns are addressed at this time. If parents are not able to attend this meeting, written information regarding the child's transition will be sent home and a telephone call will be made by the receiving teacher to the family.
- Children will begin to visit the receiving classroom. Often a visitation schedule to the new room begins after the family meetings and looks like this: (optional)
 1. Week 1: 1 or 2 days of 30 minutes of playtime or snack time
 2. Week 2: 2 days of 30 minutes of playtime or lunch. Parents or adult family members can join them for lunch.
 3. Week 3: 2 days 30 minutes in the morning of playtime -indoor or outdoor play. A parent or adult family member joins them for lunch.
 4. Week 4: 1 day 30 minutes mornings of play time- indoor or outdoor play or lunch.
 5. Week 5: begin in a new classroom full-time (Note: this schedule may change for children who have special needs.)

This type of schedule allows some children to remain in their current classroom while classmates visit the new room. It gives us a mix of current and new children in the classroom during visits. The current children can help new children see how materials are used, and routines are followed. Teachers can support the visitors through frequent interactions and observe how they are adjusting to the new setting. Children will not be transitioned more than one time during the school year.

Check My Infant Off Policy

Ages 6 weeks to 16 months

Parents should:

1. Have an updated immunization record for infants and the completed enrollment application.
2. Your infant will **not** be allowed to attend if he/she is missing items needed for daycare.
3. The nursery does not have a refrigerator (health and safety reasons). A small, refrigerated cube box will be provided for breast milk only. Breast milk will be warmed in a bottle warmer or a crockpot.
4. Send at least **five plastic** water filled bottles daily with a container of powdered formula. Labelled bottles and bottle caps with the infant's name using one of the following labelling systems. **W.C. Christian Academy will not be able to make water bottles for your infant.**
5. All water bottles will be kept at room temperature.
6. It is **MANDATORY** for the parents to have a labelling system for their infant's bottles and bottle caps. **No Markers for labelling.** Suggestions below.
7. Please follow the bottle **guidelines** for sippy **cups**. Send in 3 labelled sippy cups daily.



www.etsy.com/market/b



www.mypacifier.com/Shop.aspx

8. No tea, Kool-Aid, Gatorade, or soft drinks will be given. These drinks are not nutritious, and they do not meet USDA food guidelines for growing healthy children.
9. Parents who desire to put their infant on table food early must adhere to the following guidelines. Send in three meals labeled a day (infant's name and designated meal. The following guidelines must be adhered to. **Without food, your child cannot stay at daycare. If you need to go get food for your child to eat, you must take your child with you.** Containers should be labeled breakfast, lunch, and afternoon snack.
10. Parents are to send labeled food items that can be warmed in the crockpot or eaten as is. **The caregiver cannot leave the room to heat food in the microwave and the room does not have a refrigerator. The director and cook will not be available to perform this task.**
11. Parents are to send **all food items for their child to eat teased or chopped, especially meats.**
12. Send in food for the infant's feeding at the appropriate age. Each container or box must be labeled with your infant's name. **Please send a variety, not just fruits, for every meal.**
13. Parents are expected to keep three sets of changing clothes and socks labeled with their infant's name at W.C. Also, please send five bibs labeled with the infant's name daily.
14. Put shoes and socks on your infant's feet before leaving home. Shoes must stay on their feet all day. **See dress code.** The teacher will not have the time to put shoes on your infant.
15. Send eight to ten diapers labeled with your infant's name daily or one large diaper pack labeled with your infant's name.
16. **Please get your infant's activity sheet daily or check your email daily.**
17. Please do not send **sleeping toys with your child.** Wearing earrings and other jewelry for your infant is not allowed. **The only precious item in the crib should be your infant.**

W. C. Christian Academy
Contract/Rate Agreement Policy

This contract is between **W.C. Christian Academy** and:

Print Parent/Guardian's Name

Print Parent/Guardian's Name

To provide childcare for: _____ Beginning on: _____

Other Children _____ and _____

Weekly fees are **due on Friday in advance** for the next week for all clients. If fees are not paid by the end of the day on Monday of that week, your account will be charged a \$30.00 late fee (for example: Friday, May 20, and Monday, May 23). Please let the director know in advance about monthly payments. Monthly payments are due on the 4th of each month for 4 or 5 weeks (weeks depending on the month). After the 5th day, a \$30.00 late fee will be charged to your account. **There are no discounts for vacation days, holidays, and/or days missed for other reasons. You are expected to pay the same fee.**

A \$100.00 annual registration fee (non-refundable) is charged for each child enrolled. ABC Voucher children are included.

Full Time: The weekly tuition rate for the above-listed child (ren) will be \$ _____.

ABC Voucher Parents: Weekly fee for child(ren) will be \$ _____.

First Steps 4K Program 7:30 a.m. to 1:55 p.m. Parents are responsible for paying before and after school care if needed. **After 2:00 p.m., at 2:01 p.m., parents will be charged a \$10.00 fee for picking up their child. After that, there will be a \$1 fee for each additional minute.**

Before/after school: The weekly tuition rate for the above-listed child (ren) will be \$ _____.

We do not offer part-time daycare; only 4K part-time before/afterschool care.

Childcare is 10 contracted hours a day. No carry-over.

After 10 hours of childcare, parents will be charged a \$10.00 fee for picking up their child. After that, there will be a \$1 fee for each additional minute. Example: 10 hours pick up is 7:00 a.m. to 5:00 p.m. Parent comes at 5:15 p.m. The parents are 15 minutes late.

All children must be signed up in the building by 8:00 a.m. After 8:00 a.m. (8:01) your child will not be allowed to come to daycare.

The provider shall provide childcare services, and the parent shall pay for such services.

Monday	Tuesday	Wednesday	Thursday	Friday
From _____	From _____	From _____	From _____	From _____
to _____	to _____	to _____	to _____	to _____

You are required to notify the director at least two weeks in advance of any changes in the contracted hours.

I agree to the terms set forth above and have read the business policies and expectations as outlined in the Parent Handbook.

Print Name _____

Parent's/Guardian Signature _____ Date _____