

Child's Day Out

A Ministry of Deer Park Baptist Church

Parent Handbook

Deer Park Baptist Church
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North Charleston, SC 29406
(843) 553-1172

Welcome

The staff of Child's Day Out would like to extend a warm welcome to you and your preschooler. We believe that a child's early years are imperative to his/her future. Therefore, we take this opportunity to love them, care for them, and teach them very seriously. We believe that Christ must be the center of all learning in order to fully develop all areas that encompass the total person (emotional, social, physical, intellectual, and spiritual). Through playful interaction and a structured curriculum, we pray that your child will acquire the knowledge to become the most he or she can become.

May God Bless You,

Crystal Absher, Child's Day Out Director

Purpose

The Child's Day Out program is a non-profit ministry of Deer Park Baptist Church. The CDO program strives to provide a preschool program with a home-like atmosphere for children with the guidance and direction of Christian men and women who have experience in the care and training of preschool-age children. It extends the ministry of the church by providing care, biblical education, and growth opportunities for children and by providing a program of ministry and outreach to the families of the children enrolled. Child's Day Out will not discriminate against race, color, sex, national origin, or creed.

Classes

We offer classes for children ages 6 months through four years of age. Our classes are as follows:

Age	Class	Requirements
6 months	Infants	6 months old by 9/1/10
One	Younger Ones	1 year old by 9/1/10
One	Older Ones	18 months old by 9/1/10
Two	Younger Twos	2 years old by 9/1/10
Two	Older Twos	2.5 years old by 9/1/10
Three	Younger Threes	3 years old by 9/1/10
Three	Older Threes	3.5 years old by 9/1/10
Four	Fours	4 years old by 9/1/10

Once classes are filled, a waiting list will begin.

Children/Teacher ratios:

Infants 4:1
Ones 4:1
Older Ones 5:1
Twos 6:1
Threes 6:1
Fours 6:1

*Assistant teachers will be added to classrooms as needed.

Registration

Registration Forms are available in the Child's Day Out office and online at www.deerparkchurch.com. Completed forms are to be returned with the proper registration fee. **A child is not registered in the Child's Day Out program until his/her completed Registration Form and Fees have been turned in to the office.** Registration is on a first-come, first-served basis. Registration Fees are non-refundable and non-transferable.

Registration Fees for the 2010-2011 school year are as follows:

\$40 by March 31st for early enrollment (current children only)
\$50 after April 1st

Registration for the 2011-2012 school year will be held in March 2011.

Tuition

Tuition is charged at a monthly rate. Child's Day Out will not prorate for sick days, vacation days, holidays, or inclement weather days. **If you plan to take a vacation, please make sure tuition is paid in advance.** If your child is absent and no payment has been received, his/her place may be filled by another child.

3-day program –available for all ages

\$145/month first child
\$130/month second child or more

2-day program –available for ages 3 and under

\$110/month first child
\$100/month second child or more

****Fees are subject to change based on enrollment and program costs. ****

Tuition is due on the first school day of each month. Checks should be made payable to **DPBC Child's Day Out**. Tuition is considered late after the second school day of the month. **A \$10 late fee will be added if payment is not made by the 5th of each month.** Tuition payments that are more than a month overdue will challenge continued enrollment in the program.

A \$10 late fee will be added to tuition for any child picked up after 12:30 pm.

A service charge of \$20 will be added to the above fees for any returned checks.

Hours of Operation

Child's Day Out will be in operation on Tuesdays, Wednesdays, and Thursdays of each week from 9 am to 12:30 pm for all children. Children ages three and younger may opt to come only on two days.

Child's Day Out will follow the Berkeley County School District calendar. We will be closed any day Berkeley County Schools are closed. Parents will receive a monthly calendar from CDO to remind them of closings and special events.

Drop-Off and Pick-Up Procedures

Child's Day Out will open at **8:50 am** for parents to drop children off. Children should be dropped off by **9:15 am** to help keep classroom time structured and to reduce classroom interruptions. Pick-up time begins at **12:15 pm** and ends at **12:30 pm**. All children should be picked up from their classrooms and out of the building by 12:30 pm. If you are late or need to come during school hours, please use the doorbell to the right of the glass doors. Please remember that a **\$10 late fee will be added to tuition for any child picked up after 12:30 pm.**

Children are to be escorted to and from their classrooms by their parents or the adult designated to pick them up. The person picking them up and/or dropping them off must sign them in and out of CDO daily. Children will not be released to siblings. If at any time a child is to be picked up by someone other than a designated person, a written note or verbal authorization from the parent and an ID check is required.

Please park in the back parking lot and walk children into the building to their classroom. We ask that parents not linger in the hallways after dropping off children or picking them up. You are welcome to socialize outside of the building. Also, please do not leave any children unattended in the car while taking a child to his or her classroom.

Inclement Weather Policy

If Berkeley County Schools are closed, we will be closed. If Berkeley County Schools are delayed due to bad weather, we will be closed. If poor weather conditions cause school to be dismissed early, please come and get your child immediately.

Withdrawal

If for any reason it is necessary for you to withdraw your child from the Child's Day Out program, **please notify the director two weeks prior to the date of withdrawal.**

Immunization

A State Immunization Form signed by a legal physician must be on file for each child enrolled in Child's Day Out. A child will not be permitted to attend CDO until the form is received.

Illness

If your child is ill, please do not bring them to Child's Day Out. They will not be admitted. A child who has had a fever, diarrhea, or vomiting must not be brought to CDO for **at least 24 hours after their condition returns to normal.**

Please call the church office to notify the director as soon as possible when your child will be absent. If you reach the answering machine, you may leave a message including your name, your child's name, and a number where you may be reached.

If your child is exposed to a contagious disease while at Child's Day Out the director will notify you as soon as possible. If your child is exposed to a contagious disease outside of CDO, please notify the director as soon as possible so that other parents may be informed. Specific information about children, including their names, will be kept confidential between the parents and the director. This policy includes head lice. Please do not send your child to Child's Day Out with head lice. Hair must be treated and free of any signs of lice before returning to CDO.

If an accident or illness occurs while your child is at Child's Day Out, you will be notified immediately. If the parents or other persons designated as emergency contacts cannot be reached during the event of a serious illness or accident, the CDO Director will call 911 emergency services to transport your child to the designated physician's office or hospital. The Child's Day Out program and Deer Park Baptist Church are not responsible for any medical expenses incurred during this event. It is the parent's responsibility to pay for any medical care your child may receive. To authorize any emergency medical treatment for your child, we will require a signed Authorization for Emergency Treatment Form. This form is included in the registration packet.

Medicine

If your child is on regular medication, arrangements may be made with the director to administer the medication per the physician's written orders. We cannot administer any medication brought in from home without a physician's written instructions. No other internal medication will be given to your child unless emergency first aid is required.

If your child has allergies and needs medication or an epi-pen, parents must provide written permission and written instructions from the doctor to dispense any medication.

Curriculum

All classes will use the Wee Learn Curriculum to introduce numbers, counting, the alphabet, seasons, social skills, and Bible stories. Arts and crafts, music, recreation, and weekly chapel will also be integrated into the curriculum. Parents

will receive notification of the theme, color, number, etc for each month along with special events.

Clothing and Possessions

Think of your child's comfort and provide simple clothing. Please provide **labeled** jackets, sweaters, and head covering on cooler days. We do not take responsibility for any injury/accident due to children wearing hooded, drawstring apparel. Classes will have daily outside play, weather permitting, so please dress your child appropriately. **Flip-flops and open-toe shoes are not appropriate for the playground and other recreational activities.** Please make sure your child wears shoes that are secure to their feet.

Infants and toddlers should bring labeled diaper bags that include a change of clothes, diapers, and a spill proof cup.

Please do not allow your child to bring in toys or "lovies," unless asked to by the teacher. These items can cause class disruption and spread germs quickly. CDO assumes no responsibility for the loss or damage of toys or other personal items that a child brings to class.

Potty training

We do not expect two-year-olds to be toilet trained; however, we ask that three-year-olds be in the training stage or trained before coming to Child's Day Out. Four-year-olds must be toilet trained and able to take care of all their bathroom needs in order to attend Child's Day Out. If your child is not fully toilet trained, please provide diapers/pull-ups and a change of clothing. **A change of clothing is recommended for all children attending Child's Day Out.**

Snacks

We will offer a small snack break for each age group. Please make sure you inform the Child's Day Out Director of any allergies your child may have. Deer Park Baptist Church and the Child's Day Out program will not assume any responsibility to an allergic reaction if we have not been informed of the condition.

Child's Day Out teachers and staff will not give out nuts, peanut butter, or any hard candy, including lolly-pops, at any time for any age group. Popcorn and chips may be given to children ages four and older only. Grapes or other small, round food items, will be quartered before serving to any child under four years of age. Any snacks brought to CDO must be approved and meet the above requirements. Like lolly-pops, please do not bring any items on a stick. **Please give prior notice to your child's teacher and the director before bringing snacks or special treats for special occasions. Any food brought into Child's Day Out without approval will be sent home.** Food will never be withheld as a form of punishment or given as a reward.

Parents should provide labeled bottles and containers for infants and toddlers requiring special foods.

Discipline

Child's Day Out teachers and staff will not use any form of corporal, abusive, or deprecating methods of discipline. We will use simple discipline methods of verbal communication and group exclusion to discipline children. Children will be called by name and redirected from the inappropriate action. Teachers will use positive reinforcement and focus on what they want the child to do (Ex: "Please walk" instead of "Don't run.>").

Group exclusion time is considered time away from the other students and activities taking place in the classroom. The child will be placed in a specified chair for a certain length of time. Usually, the time is one minute times the age of the child (ex: a 3-year-old would sit out for three minutes). After the specified length of time has passed, the teacher will reiterate the rule the child did not follow. Older children may be asked to tell the teacher which rule they did not follow and what appropriate behavior they should practice. A timer may be used to keep track of the length of time the child is in the chair.

If at any time a child does not respond to any of the above methods and continues to disrupt class, the child will be sent to the Child's Day Out Director and the parents will be called to pick up the child. At this time the director will schedule a parent/teacher conference to discuss ways of correcting the problem behavior so that the child may continue in the CDO program. However, continued problems may result in dismissal from the program.

Special Occasions

Child's Day Out will recognize special holidays throughout the year. You will be notified of these special occasions in your monthly newsletter. You may be asked to provide an item for a celebration. Please remember that with the exception of cupcakes bought from a bakery, pre-packaged items are best for safety standards. **Please make arrangements in advance with your child's teacher before bringing in special treats for birthdays. The director must approve anything brought to Child's Day Out to be distributed to other children.** Please refrain from bringing in items that have commercialized symbols for holidays such as Santa Claus, the Easter Bunny, Halloween paraphernalia, etc.

Visitation

Parents are invited to visit at any time; however, please keep in mind that frequent casual visits in the classroom often cause disruptions and stress for the children.

Please sign and return this page only to the Child's Day Out Director.

I have read and understand the Parent Handbook for the Child's Day Out program at Deer Park Baptist Church.

Signature _____ **Date** _____

Print Name _____

Child's Name _____