

USCA CHILDREN'S CENTER

Accredited by the National Academy for
Early Childhood Programs

*Parent Guidelines
and
Policies*

2018-2019

SCA CHILDREN'S CENTER
PARENT GUIDELINES AND POLICIES
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MISSION

The mission of the USCA Children's Center includes providing high quality child care, working with parents, training students and engaging in research. The Center is a training site for child care providers in the area. The staff of USCA Children's Center works together as a team to provide an environment for service, teaching, and research.

The Children's Center fulfills an exciting mission. The Center is a part of the University of South Carolina Aiken and has access to all university resources and services. It offers high quality child care and education for young children, ages six weeks through four years. The families we serve are from the university as well as the Aiken community. Parents are recognized and valued as active members of the Center team and are encouraged to become advocates for young children in general. Parents are welcome visitors in our school and are assured of the highest quality care.

The Children's Center's staff members are dedicated and held accountable to the NAEYC Code of Ethics. These ethics provide that staff treat all children and families with respect and dignity. We also hold our families to this same standard of behavior. We expect parents and family members to treat staff and other families with courtesy and respect. It is our goal to resolve conflicts with fairness and cooperation. However, we do reserve the right to terminate services for any family that we feel is disruptive or exhibits behavior that is detrimental to a safe and positive environment.

The Center has a dual purpose of providing quality child care for faculty, staff, students, and the community while serving as a laboratory setting to be utilized by the university. The research agenda for the Center includes best practices as well as training initiatives. The Children's Center provides university students the opportunity to observe multiple ages of young children as well as to apply specific skills they are learning in their educational programs.

The Child Care Program is accredited by the National Academy of Early Childhood Programs, meets the licensing requirements of the Department of Social Services, enhanced provider standards of the Department of Health and Human Services, safety standards of the Fire Department and Sanitation Codes of the Department of Health and Environmental Control.

Admission to the USC Aiken Children's Center is open to all children regardless of their color, sex, age, handicap, religious beliefs or national origin. Center information will be provided in a language the family can understand.

The Center is housed in a state of the art facility designed specifically for USC Aiken's purposes. The quality, design, and size of the building far exceed minimal state licensing standards.

PHILOSOPHY

Several aspects of a child's development provide the framework of our program. The child's interactions with adults including their teachers and parents provide a structure for the development of language and social interactions. Adults provide the guidance for children to interact with one another. The activities and the environment are carefully designed in order to provide leading activities so that they can discover the world through their method of learning- play.

Each child is unique with his/her own developmental path in all areas of development including cognitive/language, social/emotional and physical. Our teachers strive to get to know each unique child so that planning activities are individually as well as developmentally age appropriate.

Realistic expectations are maintained for children for their social interactions as well as their thinking abilities. Young children think differently than adults and our program reflects sensitivity to that fact.

Children, as social beings, are learning to get along with others. They gain this knowledge through the behavior modeling that they see in adults. Adults, therefore, treat other adults and children with respect, consideration, acceptance, and fairness. Adults provide guidance to the children to be able to get along with others, use words to express their desires, thoughts and feelings, to cooperate and share with others, make good decisions, and to develop a sense of empathy and impulse control. Children are supported in the process of learning to regulate their own behavior. Differences in children are acknowledged and valued. We celebrate all children regardless of their color, ability level, gender, or economic status. When cultural conflicts arise, teachers will negotiate with parents to find a mutually beneficial solution.

In addition to the teaching staff, the environment is also a teacher for the children. The classroom is set up in learning centers so that the child can choose the area in which he would like to play, the materials he will play with there, and what he will do with them. Limits on this play include the requirement that the child treats others in the play area with kindness and cooperation and that materials be taken care of and put away when the child has completed his task. The child's active exploration in the environment includes movement, materials to manipulate, roles to take on, and a variety of art mediums.

As each child travels his developmental journey, teachers are available to support his explorations, guide his participation, and encourage his progress. The journey is taken together so that each child discovers his own possibilities.

GOAL

The goal of the center is to provide a nurturing, safe environment that supports each child's development to his/her potential in all areas of growth and learning.

I. THE PURPOSE OF THE CHILD CARE PROGRAM:

To provide a stable setting, a nurturing and stimulating learning environment and to provide developmentally appropriate experiences for the children enrolled.

To provide experiences which promote the development of independence, social competence and a positive self-concept in each child.

To provide opportunities for parent participation and involvement based on open communication so that each child's experience in the program becomes integrated with the home environment.

To serve as a demonstration program for individuals preparing to become teachers of young children.

To serve as an arena for scholarly research and development efforts and a resource for all professionals in early childhood education and related fields of child related study.

II. QUALIFICATION FOR ADMISSION

- The Children's Center maintains a waiting list for all classrooms. There is no obligation to place your child's name on the list. However, first priority is given to families of children enrolled that are expecting a sibling. Second priority is given to children of full-time Faculty or Staff employed at USCA. Third priority is given to USCA students.
- Infants must be 6 weeks old to attend the Children's Center. Children under the age of 24 months should not be at the Center any longer than 10 hours in one day.
- Students who will turn 5 by October 1st of a school year will age out of the Center and cannot be registered for that school year.
- Students who turn 5 by June 1st will not be eligible to attend summer session.

III. FORMS REQUIRED FOR ADMISSION

Parents will be provided with an enrollment packet including forms and signature pages which will comprise your child's permanent folder. Some

examples include:

1. Emergency Form
2. Statement of Child's Health
3. Child Release Authorization Form
4. Certificate of immunizations
 - i. Due within 30 days of enrollment, on a SC immunization form.

(For confidentiality purposes, all student files are placed in a filing cabinet in a locked room. Only authorized persons including parents of the child, teaching/administrative staff, NAEYC officials, DSS officials, or official designees will be granted access.

IV. QUARTERLY UPDATES

We are required by NAEYC (the National Association for the Education of Young Children) to update our emergency contact information quarterly. A new emergency information update form will be sent home and must be returned in a timely manner for your child's file.

V. HOURS OF OPERATION

The hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Friday. Children under the age of two years old should not be present for more than ten hours per day.

We utilize a transition room in the mornings from 7-7:30 a.m. (in Preschool 1) and in the evenings from 5:30-6 p.m. (in Preschool 2). Designated teaching staff will escort the children to and from the transition rooms.

The Center is closed on holidays as designated by the University administrative calendar and on select staff development days. You are responsible for tuition on these days.

In the case of inclement weather or natural disasters the Center will follow the decisions of USCA. Local news will keep you updated on current information. If there is a two-hour opening delay for USCA, you may drop off your child at 10:00 a.m. The Director will send out a group email to notify parents of changes so make sure we have an updated email for your family.

VI. HEALTH, ACCIDENTS, ATTENDANCE, AND AUTHORIZATION

Each child's overall condition will be noted each morning. At the sign of illness, the teacher will request that the child be returned home. Parents should check their child for any marks, scratches, bruises, etc. each day when they pick them up. Parents should address any concerns at the time of pick *up*. If your child is too ill to participate in indoor and outdoor activities, she or he does not belong at school.

In accordance with NAEYC regulations, we ask that you provide a copy of your insurance card along with your child's emergency form, which will be taken with your child in the event they need emergency transportation to the hospital.

If the child becomes ill during the day, he/she will be isolated (under adult supervision) and a parent or emergency contact will be notified to come for the child. Parents are

required to pick their child up in a timely (30 minutes or less) manner.

- o Parents will be asked to pick children up if their temperature is 100.5 degrees or higher (100 degrees for children 4 months and under) according to the center's thermometer, the child has two episodes of diarrhea or vomiting, or is unable to engage in normal classroom activities. Please do not ask staff to recheck temperatures when you pick children up with fever. The temperature is documented when it is taken.
- o Our staff reserves the right to use their own discretion based on their knowledge of each child and his/her typical behavior and demeanor.
- o Symptoms of possible illness include not eating or drinking, excessive crying, lethargy and/or inability to participate in normal daily routines (circle time, center time, outside play time).

- o The Center should be notified if a child is diagnosed as having a communicable disease.

Following these guidelines will help us to prevent the spread of disease

Based on the DSS list of communicable diseases, we have created a list of illnesses/symptoms and the appropriate steps we will follow to avoid the spread of communicable diseases, including when your child may return after illness:

ILLNESS:	MAY RETURN:
Chicken Pox	When all lesions are scabbed over.
Roseola	After the rash and fever are gone.
Plnk Eye	24 hrs after medication is started & there is no discharge from the eye
Impetigo	24 hours after treatment has begun. Lesions on exposed skin must be covered and not draining.
Mouth Sores	When a physician or health official determines the condition as non-infectious and the parent provides the Children's Center with a written medical release from the practitioner. Child must be able to eat and drink during the course of a school day.
Strep Throat	24 hours after initial treatment, and fever-free for twenty- four hours.
Head Lice	24 hrs after treatment AND when nits are no longer visible. (This nuisance condition is sometimes difficult to remedy. Not only does the hair have to be shampooed but all nits need to be removed AND all bedding, sleep friends, etc. must be laundered).
Ringworm	When treated with antifungal for at least 24 hours and it must be covered.
Boils	Cannot attend if there is any oozing or if too painful for child to participate in daily activities; must be completely sealed with bandage upon return.
Scabies	24 hours after the first treatment with prescription cream.
Fever (In children younger than 4 months 100F; for children 4 months and up 100.5 F)	•••The child MUST BE fever-free for 24 hours without fever-reducing medications, or until medical evaluation warrants inclusion. <i>In order to protect the health and safety of other children and our staff, no exceptions will be made.</i>
Diarrhea (2 or more episodes of loose stools)	free from diarrhea for at least 24 hours
Vomiting (1 or more episodes of vomiting) OR fever (100.5 or higher) & ONE or more episodes of vomiting	When vomiting resolves (no episodes for 24 hours) or physician determines it to be non-communicable and the child is not in danger of dehydration AND parent provides the Children's Center with a written medical release from the practitioner.
Stitches (must be covered)	When child is able to participate in all regularly-scheduled classroom activities and parent provides the Children's Center with a written medical release from the practitioner.
Breaks (cast, etc.)	When child is able to participate in all classroom activities & parent provides a written medical release from the practitioner.
Rashes/Open Sores	With written medical release from practitioner
Colored discharge from nose	When symptom-free and with written release from medical practitioner
Pertussis (whooping cough)	No sooner than 5 days after the start of effective antimicrobial treatment.
<i>Hand, foot, and mouth disease</i>	<i>24 hours fever free with no fever reducing medicine; blisters must be healed</i>

****Fever-free means fever-free WITHOUT medicine.**

NOTE: In the event that we have a "bug" or contagious illness that is confirmed by a physician, we reserve the right to amend these conditions in order to provide the safest environment possible for all.

Medicine:

- We will no longer be dispensing prescription medications. Parents are welcome to come and administer medicine, except during nap time.
- The Center can give a child one breathing treatment per day. If he or she requires more than that during the school day, he or she does not need to be at school.
- Epi-pens should be kept up to date by the parents. Epi-pens must be accompanied with a written authorization and instruction.

Accidents:

An accident report will be sent home when an accident occurs at school. If there is a head or face injury, or a situation where there is any doubt on the part of the Children's Center staff, the parent will be notified via phone call and may be asked to come in and evaluate their child's condition.

*In the event of a serious accident or emergency, the child will be taken to Aiken Regional Medical Hospital by ambulance. A designated member of Children's Center staff will take a copy of the child's emergency information AND escort the injured child to the hospital, remaining until a parent or legal guardian arrives. The parents will be notified immediately. If they cannot be reached, the Center will attempt to notify the physician listed on the Center's Emergency Form.

Surgical Procedures:

Children who have procedures done involving "twilighting" or being put to sleep cannot attend for 24 hours. We may request a note from the physician to return to center after the 24 hour period.

Children must be able to participate in an active daily schedule.

VII. DAILY PROCEDURES AND SUPPLIES

A. Arrival and Pickup

- Parent ID cards will be issued for the security key reader at the front door. (If you are a university employee or student, we will activate your ID for use.) You are required to use your card for admission at all times. Added security is a valuable service we

offer to the families enrolled with us at the Children's Center. The doorbell is for visitors only. The two initial cards will be issued at no charge. A replacement fee of \$25 will be assessed for each lost card. *There will be a doorbell charge for excessive ringing, at the director's discretion.*

- **Do not allow children to run through the hallways.** Please supervise enrolled children and siblings at all times. Children are **not** allowed to open the front door. We want to maintain a safe environment.
- A parent or other authorized adult must *take the child inside the classroom daily.* After this time you must sign in your child. The parent should also sign the child out upon departure. The Center's responsibility does not begin until the authorized adult/parent has signed the child in and he/she has been recognized as being present by a teacher. Sign-in sheets are compared to attendance rosters in order to ensure accurate record-keeping.
- Please do not allow any children over the age of 2 years in the Infant/Toddler room for safety reasons.
- A teacher will be in the classroom ready to accept children at 7:00 a.m. Children will not be allowed inside the building until 7:00 a.m. – please do not ask us to make exceptions. Your security key cards will only allow you to access the building during authorized care hours (7a.m-6p.m.) for this reason.
- We *strongly suggest* that students be dropped off before 10 a.m. **Children cannot be dropped off after 10:30 a.m. unless prearranged with the front office.** If you bring your child in after 10:30 a.m. without permission, your child will not be accommodated. By 10:30 a.m. we have taken our lunch count and re-evaluated our staffing to meet ratios for our nap time. Also, children coming in at naptime create disruptions that prevent other children from resting/napping. **Children who are picked up early for doctor appointments cannot be brought back to the Center unless arrangements are made with the front office.**
- All classroom teachers will use an "attendance checklist" to document children as they leave and re- enter the classroom, playground, or field trips. These sheets will also be used in an emergency and/or in a monthly fire drill.
- A parent or other authorized adult must notify the teacher before taking the child from the Center.
The parent/authorized adult must "sign out" the child on the attendance sheet provided.

• *Parents/authorized adults must pick up their child from the Center by 6:00 p.m. There is a late fee of \$5.00 per minute at the director's discretion. We should be leaving the building at 6:00 p.m., so please be considerate of evening Staff.*

- Cash payments will not be taken after 5:00 p.m. Tours will not be given after 5:00 p.m.

If you are more than thirty minutes late, and we have not received a phone call with an estimated time of arrival, the staff member in charge may elect to contact DSS (the Department of Social Services).

***Failure to pick up your child by 6:00 p.m. on more than 2 occasions could result in termination of enrollment.

- If an emergency occurs and you cannot pick up your child on time, please notify the teachers and give them an estimated time of arrival. The front desk phone number is (803) 641-3385.
- A child will be released only to those persons authorized by the parents. Parents must notify the Center if anyone other than those named are to pick up a child. The Center will require *picture identification* from anyone picking up a child other than a parent until we have met and can readily recognize them. Please notify the center if someone who is authorized to pick up the child, but who does not usually do so, will be picking up the child.
- Under South Carolina law, we are obligated to release a child to EITHER biological parent (or other legally-appointed caregiver) when presented with proper identification and birth certificate. If a situation arises where a parent has lost their parental rights, we MUST have a copy of any court documentation on file.
- We reserve the right to refuse pick-up if we feel the person is impaired in any way.

B. Supplies and Personal Belongings

1. Parents are to provide an extra set of seasonally appropriate clothing, including socks and shoes, for each of their children enrolled at the Center. Clothing should be clearly marked with the child's name. Any child who walks must have appropriate shoes for classroom and playground play.

2. Parents will provide diapers, wipes, ointment, sunscreen, and baby food and formula as needed.

Breast milk can only be accepted in bottles that are ready to feed and clearly marked with the date and child's name. All children must keep at least one change of clothes and shoes at school or in their backpack. Children in the Infant Toddler room must have two or more changes of clothes daily. Children who are newly potty trained should have at least two changes of clothes and shoes. If your child does not have any clothes to change into, you may be called to pick him or her up or bring a spare set. Children who are potty training and consistently have 2 or more accidents daily will be put in diaper or pull up.

3. Formula and infant food that you provide for your child should be in a factory sealed container and it will be prepared according to manufacturer's directions. All milk (formula and breast milk) will be heated in a bottle warmer for safety. A microwave will never be used for heating. All milk that has been served but not completely consumed or refrigerated will be discarded after one hour. A private room will be provided for breastfeeding. *NOTE: We do not allow bottle feedings that contain solid foods unless your child's physician provides written instructions stating a medical reason.
4. We require your child to eat the USDA-approved food that is provided by the center. The only exception is medical or religious exemptions, which must be documented in your child's file. In this case, any food substitutions must be nutritionally correct and represent a well-balanced diet. All food and drinks brought from home should be labeled with the child's name and date. You may use our refrigerator to store food until it is served. We cannot heat up or prepare individual lunches for children. The center does not serve (or allow to be eaten on-site) hot dogs, peanuts, popcorn, peanut butter, pretzels, whole grapes, and hard candy. For health and safety reasons, "sippy cups" are not permitted in Preschool I or Preschool II. **We do not allow fast food to be brought into the Center for children. Any foods brought into the Center for parties or special occasions must be store bought, sealed and have a list of ingredients.**
5. Parents may provide a "special" pillow or soft toy for the child's naptime if they are *twenty-four months or older*. Babies must be placed on their backs to sleep. No blankets, pillows, or soft toys are allowed in cribs and mobiles may not be hung over cribs. Blankets will be sent home every Friday to be laundered.
6. Because the Center provides adequate toys and equipment and because children's belongings may be lost or broken, ***children are not allowed to bring toys from home*** except to participate in some special project. Any belongings from home should be clearly marked with the child's name. We are not responsible for any personal items.
7. School clothing should be such that children may feel comfortable and free to participate in a wide variety of activities, i.e., painting, water play, sandbox, etc. without concern

that they will become soiled. For safety, as well as health reasons, children should wear comfortable yet sturdy footwear. They are expected to dress appropriately for the season: cool clothing for the summer; coats, hats and gloves in the winter; sweaters, etc. in the fall and spring.

8. To protect against cold, heat, sun injury, insect-borne disease or allergies parents will ensure that:

- All children wear clothing that is appropriate for heat or cold.
- All children must have a skin protection of UVB or UVA of SPF 15 or higher-applied at home by parents when appropriate. Teachers will reapply sunscreen for afternoon outside play. Parents must provide sunscreen for their child to use at school.
- When insect repellants are necessary- only those containing DEET are used and these are only used on children two months or older.(provided by parent and labeled with child's name)
- Every effort will be made to maintain areas for staff and children who have allergies or any other special environmental health need according to the recommendation of health professionals.
- Due to allergies and sensitivities-please do not wear strong colognes, lotions etc. in the Center.
Please refrain from applying these to children as well.

VIII. CURRICULUM

The Creative Curriculum is used at the Children's Center. This curricular model is based upon developmentally appropriate practice. The classroom is set up in learning centers that include blocks, art, dramatic play, books, and manipulatives. Learning Centers allow the children to have choices and to actively explore. The child learns by interacting with people and things in his/her environment. Staff/Child interactions and appropriate materials are, therefore, important means by which the child learns.

Large group times are opportunities for children to develop understandings about themselves as group members. They enjoy language together through familiar songs, favorite finger plays, chants, and a wide variety of activities. Specific topics or themes will be highlighted.

Art activities stimulate the child's creativity, increases attention span, and develop hand/eye coordination. Clay, paint, markers, paper, crayons, and paste offer children the opportunities that they need to think through and express their own ideas through a variety of mediums. Art experiences help children develop the fine motor skills used in reading and writing. The focus will be on creative art activities focused on process, not products: exploring materials and tools, rather than craft activities that are tied to teacher models.

The block center develops a child's perception of depth, weight, and height. The child learns about mathematical relationships as he/she works out problems for himself or herself.

Dramatic play allows children to act out and repeat the words and actions of others. It helps the child to develop conversational skills; understand the feelings, roles and work of others; connect action with hands; develop creativity and act out troubling situations allowing an acceptable outlet for emotions.

Outside play activities promote large muscle development, interaction with other children and adults, and organized play. It provides a healthy release for pent up energy and gives children a first-hand experience in exploring the world in which we live.

Music is an ongoing activity. The children are introduced to a complete range of experiences including action songs, classical music, and creative movement and rhythm instruments throughout the daily routine.

Snack time consists of nutritious foods. Nutrition will be discussed and included as part of the regular curriculum during lunch.

The daily schedule is planned to include active and quiet times, large and small muscle activities and child-initiated and staff-initiated activities. Outdoor play is scheduled each day.

Planning for the classroom involves consideration to the age appropriateness to the group and the individual appropriateness for each child. Thematic Units are used to centralize the planning.

Assessment is an important part of the curriculum. Portfolios for each child contain developmental checklists, work samples and anecdotal records.

FIELD TRIPS:

Special events may include field trips to the Etheredge Center, Ruth Patrick Science Education Center, the B & E Gym and the Computer Lab. In weather permitting conditions, the staff is allowed to take the children on walks around the quad. Special guests, such as community workers, are invited to the Center to share their knowledge with the children. Teachers will occasionally bring in "visiting" animals such as hamsters, lizards, insects, or other tame and fully vetted animals. Activities including personal pets need to be arranged with the child's teacher.

If you choose that your child DOES NOT attend a field trip, you may bring him/her in after the class returns to our center. We are not staffed to supervise children who are left behind. You should check with your child's teacher to find out when to bring your child in.

CLASSROOMS:

Infant /Toddlers

The Infant/Toddler Classroom includes children between the ages of six weeks and two years. Individual plans are devised for each child in cooperation with the child's parent. A full-time lead teacher and teacher's aide provide consistency of care through the crucial first two years of life. (In events of turnover and/or absences, appropriate alternative staff will be on hand.) We provide a room for mothers to breastfeed in private.

Preschool I

The Preschool I Classroom is comprised of older toddlers (24 months-three years). Our educational program begins officially at approximately 9 a.m. and is continued through lunchtime. Building social skills, self-help skills, and toilet-training are just a few of the goals the curriculum addresses.

Preschool II

The Preschool II Classroom includes children from three (AND potty-trained) to four years old. The curriculum addresses continuing socialization and self-help skills, with added emphasis on preschool readiness skills. Our learning period begins at approximately 9 a.m. and continues through lunch time. Your child will receive the maximum benefits from our curriculum-based program if they arrive before 9 a.m. Children who turn 5 by June 1st, will not be eligible for our summer program. If your child will be 5 years old by October 1st of the school year, they will age out of the Center and cannot be registered for that school year.

- Transitions- Children cannot go into Preschool I until two years old. In order to move into Preschool 2, children must be completely potty-trained and able to attend bathroom needs independently. There must also be availability in the room to maintain required teacher-to child ratios. In every case, parents will be notified of transition. The Center and parents will work together to determine when a child is ready.

SUPERVISION

Infants and toddlers/twos must be supervised, by sight, at all times. When children are sleeping, staff must be positioned so they can see them at all times. Mirrors or monitors may be used to supplement, but NOT to replace visual supervision.

Preschool students should be supervised by sight primarily. Supervision by sound is permissible for short times only (as when children are in restroom). When children are out of sight, staff must check on them frequently.

All classroom teachers will use an attendance sheet to document children as they enter and exit the classrooms. These sheets will also be used in an emergency and/or in a monthly fire drill.

It is the parent's responsibility to sign their child in and out each day. The sign in/out sheet is posted at the front desk. These logs are compared to daily attendance sheets and must be consistent.

As a NAEYC-accredited center in compliance with DSS regulations, we maintain adequate teacher-to-child ratios as follows:

Age Category	Age Range	6	8	10	12	14	16	18	20
Infant	Birth-15 mos	1:3	1:4						
Toddler/Two	12-28 mos	1:3	1:4						
"	21-36 mos	-	1:4	1:5	1:6				
Preschool	30-48 mos	-	-	-	1:6	1:7	1:8	1:9	
"	48-60 mos	-	-	-	-	-	1:8	1:9	1:10

IX. Parent Involvement

A. Parent Participation

Parents are encouraged to visit their child's classroom and participate in classroom activities at any time.

Parents are expected to attend parent-teacher conferences and parent meetings, serve on parent-teacher committees and to volunteer for special services.

Staff and parents will work together through our Parent Involvement Group to plan events while taking into consideration the availability and schedules of families.

Parent involvement forms are included in your enrollment packet.

B. Classroom Visits/Observation

The Children's Center has an open door policy and this means that parents are always welcome to visit classrooms. If a parent would like to observe a classroom, they should schedule this with the director or administrative assistant. Observations for the two- year old room or for the three-four year old room should be done in our observation room. (Please check with the front office before using the observation room to ensure the privacy of students or other families who may be attending therapy sessions). Any parents wishing to observe children in the infant room can schedule this with the director or administrative assistant as well. We ask that parents limit the time spent in the infant room because this can be disruptive to the children or classroom. Observation will only be granted for parents or for licensed individuals, students, or faculty who are prescreened by the director or the administrative assistant.

C. Parent-Staff Communications

- a. The Center staff strives for open communication between parents and other individuals related to the Center. Teachers look forward to sharing important information about the child's day.
- b. A teacher's time during classroom hours is dedicated to the children. If you have any questions or concerns, you may request a conference at the front desk or with the teacher.
- c. Regular notes, letters, notices and newsletters will be sent to parents to keep them up to-date about events concerning the Center and their child. Parents should check daily for such communication in their child's classroom cubbies.

- d. Parent-Teacher conferences are held twice a year, typically in October and April. These Conferences will address your child's development and afford parents an opportunity to share goals with the teacher.
- e. Before sharing information about a child with other relevant providers, agencies, or other programs, the staff will obtain written consent from the family.
- f. There is a Parent Information Board located by the front desk that includes postings about community events, family fun opportunities, and other classroom news.
- g. It is the responsibility of the parent to read posted notices concerning day-to-day events such as water play, field trips, etc. These notices may be posted in a number of locations- outside classroom doors, on the Parent Info Board, on flyers hung on cubbies, on the front door, or on the sign-in log at the front desk. These areas have been designated for your information and convenience.
- h. All Children's Center staff will treat our families and their children with professionalism and respect. In return, it is expected that parents treat all of our employees, no matter their capacity, with the same level of respect. Our teachers and assistant teachers are here because they love children and have chosen to make early childhood education an important part of their lives.
- i. We have a "Suggestion Box" located at the front entrance of the Center. Parents are encouraged to contribute their suggestions to help make our program great! You may contribute anonymously, or include contact information for a personal follow-up.

D. Volunteers

Persons, who are 18 and over, interested in sharing time and talents with young children and the Center staff are invited to volunteer. All volunteers must sign in and out on the visitation log provided.

Persons affiliated with campus service groups must have an advisor or other representative send a written request outlining their service plan, listing members attending, and indicating a time frame for the project.

A volunteer information sheet will be provided upon arrival.

Disciplinary Procedures

It is the goal of the Children's Center to work with families to resolve any behavioral issues. If your child disrupts a class or causes harm to himself or others, we will follow these steps:

- The classroom teacher will provide you with an "Incident Report," that outlines the behavior and what steps were taken to correct it.
- If the behavior persists, the lead teacher will call you or schedule a time to speak with you about problem behaviors.
- Children who persist in behaviors that are harmful or disruptive will be directed to the Director who will review and meet with parents to discuss and form an action plan.
- If the action plan is not successful, the Director will call parents to pick up the child for the day. This is to give respite to the other children in the classroom.
- The Director will call a parent twice to pick up a child for the day; if the behavior persists- the child may be asked to be kept out for a week for the parents to seek additional help from pediatricians or therapists. The Director reserves the right to ask for a note from a medical professional stating the child is suited for a group setting before they are allowed to return.
- If the child returns and the behavior persists, the child will be asked to leave the Center. We will do our best to give parents the most notice as possible, depending on the severity of the behavior.
- During any time in the process of the disciplinary steps, the Center reserves the right to terminate care if a child causes serious harm to other children or staff. We also reserve the right to terminate care if a child is consistently a disruption to the classroom setting. The needs of all the children must be a priority.
- Biting 3 times will result in an immediate termination.

XII. TERMINATION OF SERVICES

When it is necessary for a parent to withdraw his/her child, the parent will give the Center at least a two-week notice unless an emergency situation arises. If notice is not given, parents are asked to pay for the additional two weeks.

In the event that you have been asked to pick up your child (due to disciplinary issues), and are required to seek intervention services before your child returns to the classroom, you are still responsible for tuition in full during the extent of the absence UNLESS you notify us that your child will not be returning. In this situation you will be charged for one week's tuition in lieu of notice.

Service may be terminated when a pattern of any of the following becomes excessive:

- *Habitual late pick-ups*
- *Requests for special accommodations that Center staff cannot meet*
- *Failure to pay tuition in a timely manner*
- *Failure to comply with Center policies concerning ill children*
- *Being unreachable and out of touch by phone*
- *Failure to provide documentation requested by Center staff and/or required by ECE regulations*
- *Failure to keep immunization records current*
- *Failure to provide emergency contact updates*
- *Failure of parents to partner constructively with staff*
- *If a child exhibits extreme behavior that impacts the safety of children and/or adults, the child will be suspended while the case is reviewed. Suspension may result in termination of services.*
- *Three bites that leave a mark*
- *Scratching, pinching or other injuries that draw blood.*
- *Disruption of the classroom environment*
- *Child's inability to function in a classroom or group setting*

XIII. PAYMENT PROCEDURES

-All payments are due on *Friday* for the *upcoming* week. A late fee of \$10 will be added if tuition is not paid by 6:00 p.m. on the last day of the week. *{For example: Tuition for week of June 9th is due NO LATER than Friday, June 2nd}. Payments by check should be made payable to USCA or USC Aiken and may be dropped in the tuition box located at the front door.*

-Cash payments are accepted **ONLY** by the director or administrative assistant. **DO NOT DROP CASH IN THE PAYMENT BOX**, because we keep no cash on the premises, we are unable to make change for cash payments. Please bring the exact payment, or the remainder will be applied to your account in the form of a credit.

-We cannot accept debit or credit cards.

-If you choose to pay bi-weekly, monthly, etc. Please be aware that some months contain five (5) weeks and your account is billed on a weekly basis.

-If a family has a pattern of returned checks, (two or more) it will be necessary for all future payments to be made in cash only.

-Payment is required for each week. Payment is required even if the child is absent due to illness or vacation. The entire weekly fee is due during weeks that include a holiday or staff development day. If a balance for a child's account is behind for more than two weeks, enrollment will be terminated.

-If you get behind 2 weeks in tuition, it can result in disenrollment.

-There is an annual registration fee of \$100 per child billed each August 1st.

XIV. HOW TO REACH US

By phone: (803) 641-3385

By fax: (803) 641-3614

By email: lynnwi@usca.edu

Campus supervisor for the Children's Center- Cam Reagin (803) 641-3339

Children's Center Closings 2018-2019

Labor Day	Monday, September 3 rd , 2018
Professional Development	Friday, October 5 th , 2018
Thanksgiving Day	Thursday, November 22 nd , 2018
Day after Thanksgiving	Friday, November 23 rd , 2018
Christmas Eve	Monday, December 24 th , 2018
Christmas Holidays	Monday December 24 th -31 st , 2018
New Year's Day	Tuesday, January 1 st , 2019
Martin Luther King, Jr. Day	Monday, January 21 st , 2019
Memorial Day	Monday, May 27 th , 2019
Independence Day	Thursday, July 4 th , 2019